

Honorary Treasurer, Harrow

Bereavement Care aims to relieve the suffering and distress caused by bereavement or loss among the people of the London Borough and Deanery of Harrow and surrounding areas, where it is possible to make its services available. This could be by offering support through the process of grieving, increasing the public awareness and knowledge of the needs of bereaved people; training and supervising suitable volunteers in listening skills to support bereaved people or cooperating with and offering training to other organisations offering bereavement support.

- The Board of Trustees is responsible for the overall governance and strategic direction of the Charitable Incorporated Organisation (CIO) Bereavement Care (*"the charity"*), developing the aims, objectives, operation and management in accordance with the Constitution.
- This role is appointed by election at the Annual General Meeting or appointed/co-opted by the Board of Trustees.
- In addition to the responsibilities of all Charity Trustees you will have overall control of financial matters and report to the Trustees' Committee.
- You will ensure financial records are correctly maintained by the Executive Officer.
- You will ensure that the Annual Accounts are inspected by an Independent Examiner, presented to the Annual General Meeting for approval and forwarded to the Charity Commission.
- You will manage payroll and liaise with H.M. Revenue & Customs regarding Income Tax and National Insurance contributions.
- You will be responsible for Gift Aid reclaims and Charity Commission Returns.
- You will advise on funding applications; seek to maximise return from the Charity's deposited funds; pay invoices manage payroll and move funds between accounts; produce quarterly and annual accounts; draft the annual budget; provide cash flow statements and contribute to and assist with the production of the Annual Report and Accounts.

Training

- Free training will be provided, usually 2 hours/evening, online or in Harrow
- There will be ongoing training opportunities which may incur nominal costs

Information

- 5 – 6 hours per month (with weekly attention to requests for payments/reimbursements etc.)
- Trustee Meetings on weekdays - generally evenings and usually at our office in Harrow every 6-8 weeks
- Book-keeping and transactions can be initiated online from home (as availability permits)
- This role is subject to a DBS check, the cost of this check will be covered by Bereavement Care
- 2 current references are required
- Minimum commitment 6 months
- Minimum age 18 years

Accountability

As the trustees are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission.

How to apply

A H4ALL application form must be completed.

To obtain an application form:

- Visit www.h4all.org.uk and download or print an application form
- Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post
- Telephone 01895-676-111