



**Home-Start
Worldwide**
HELPING FAMILIES THRIVE

Trustee Treasurer Information Pack



Charity No: 1139678

Home-Start model of support

We understand regardless of where you are in the world, being a parent can be challenging, especially when children are young. Many parents feel exhausted and overwhelmed by the stresses of family life, particularly if there are no family and friends when needed most. Hence, we focus on supporting parents of pre-school children.

Our support is based on a simple formula of recruiting and training local volunteers to support families who are facing difficulties, to help ensure a positive early childhood for their children.

This involves regular weekly home visits, based on firm friendship and non-judgmental support, by volunteers who are usually parents themselves.

Home-Start Worldwide

Home-Start Worldwide leads the decentralized network of Home-Starts across 22 countries covering all 5 continents. We are a UK-registered charity and company limited by guarantee.

Our primary role is to approve member countries, define core principles and strategy, lead the Quality Assurance audits, ensure adequate local training, and set the safeguarding standards which all members must respect. Above all, Home-Start Worldwide ensures communication with and between members, helps promote the Home-Start name, and the high standards of the work, and guiding new members as they launch.

About the Role

This is an exciting opportunity to join a team of Trustees and Staff, helping some of the most vulnerable children in the world to build a future and reach their potential, by supporting the board with your financial knowledge and expertise. In 2023 our current Treasurer will be Stepping down from the Board. We are therefore seeking a Trustee with finance expertise to join the Board with a view to stepping into the role of Treasurer immediately.

Main Responsibilities of the Treasurer:

In relation to finance:

- Statutory Financial Reporting.
- Board level liaison with external auditors on specific issues in the auditing process.
- Guide and advise fellow trustees to formally approve the annual report and accounts.
- Explain technicalities of accounts in plain language so fully understood by the trustees.
- Maintain the charity's bank accounts – making payments, invoicing, and monitor the balance.
- Keep accounting books and records and monitor expense reports.
- Manage the office payroll and consultancy contracts and support office expenses

Reserves Policy:

- Review reserves policy and safeguard finances.
- Keep the board informed of free reserves position regularly and advice to manage changing circumstances.



Management Reporting:

- Ensure a high standard of management accounting is maintained to safeguard assets.
- Liaise with the CEO and Trustees to prepare and produce management accounts regularly.

Budgeting and Strategic Financial Planning:

- Ensure all strategic plans are financially appraised and budgets are aligned to both short and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge when necessary.

Governance:

- Ensure proper accounting records are kept, financial resources are controlled, and economically spent in line with governance, legal and regulatory requirements.
- Advise on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Provide oversight of the development and implementation of financial reserves, cost management and investment policies.

What are we looking for?

Person Specification:

- Qualified Accountant.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding of the legal duties, responsibilities, and liabilities of trusteeship.
- Good communication and leadership skills.
- Understanding and commitment to the organisation's cause and objectives.
- Willing to act as an ambassador to external bodies, charities, and companies.
- A team-oriented approach to problem solving and management.
- Good knowledge of UK charity and company regulation, also salaries and pensions
- Fluent English but multilingual would be hugely advantageous.

Time Commitment

- Duration: Three years, renewable.
- Trustee meetings are quarterly (12-3pm GMT) and held remotely.
- The Annual General Meeting is usually online.
- Global Conference once every 3 years usually overseas.
- Committee meetings are largely remote but occasional meetups in London.
- There may be a requirement for some additional hours on occasions.

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause.
- Exhibit strong inter-personal and relationship building abilities.



- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Strong networking capabilities that can be utilised for the benefit of the charity.
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well.

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of delivering presentations and managing stakeholders

What difference will you make?

The role of Treasurer is a vital role within our Trustee Board. As well as ensuring that that we are compliant with our statutory financial reporting requirements, you will ensure that strategic plans are financially appraised, and budgets aligned to both short term and long term objectives. You will therefore be instrumental in shaping the work and strategic direction of Home-Start Worldwide.

As a trustee, you will have a real opportunity to offer your unique skill set to help the strategic progression of the charity. The role of Treasurer is so important to us - not only do we need someone to keep us on track financially and keep us viable, but even more significantly, we are looking for someone to help us develop our vision for the future.

How to Apply:

Interested? Then please apply to the Home-Start Worldwide Nominations Committee Chair Ton Kragten at ton.kragten@homestartworldwide.org

Please note that all applications are subject to a satisfactory DBS check and references.

