



Treasurer - Role Description

About the Ruth Hayman Trust

The Ruth Hayman Trust is a charity which awards small grants to support the education and training of adults who have come to settle or seek sanctuary in the UK, speak English as a second or other language and have difficulty paying for their studies. The Trust has no paid staff. The trustees, who are all volunteers, raise money by holding events and activities. Friends and supporters also donate money to us. We then give the money out to people who have applied to us.

To find out more about the Trust please visit <http://www.ruthhaymantrust.org.uk>

The Role of Treasurer

The role of Treasurer is one of 15 volunteer Trustee roles and is responsible for all aspects of the charity's financial management and reporting. The funds of the Trust at the end of the 2021/22 financial year were £63,000.

This role would suit an individual who:

- Has a passion for supporting individuals facing hardship, including those seeking sanctuary in the UK
- Is a part or fully qualified accountant, or who has previous experience in a similar role
- Is proficient in Excel
- Is able to commit sufficient time to fulfil the core responsibilities of the role

Key Responsibilities

1. Manage the cash and reserves position of the charity, through setting of budgets for grants to applicants (five times a year) and monitoring grant payments and write offs. This includes the management of restricted funds
2. Reporting on the charity's financial position at Trustee Meetings (three times a year)
3. Managing the Honorary Treasurer mailbox, including responding to correspondence from education providers and the Trust's Grants Committee
4. Primary user for the Trust's bank account and responsible for paying invoices on a c. weekly basis
5. Maintaining the Trust's accounting records (Excel) and completing bank reconciliations on a monthly basis
6. Preparing the Trust's Accounts and managing the Independent Examination of the accounts on an annual basis
7. Managing Gift Aid records, and preparing and submitting claims to HMRC
8. Managing the Trust's Regular Donor list
9. Updating the Trust's Finance Policy as required
10. Liaising closely with other Trustees, in particular the Chair of Trustees, Honorary Secretary and members of the Grants Committee to provide Finance input to the Annual Report, donor reporting, funding applications, new systems/processes, and other matters as required