

VOLUNTEER WORK OUTLINE AND PERSON SPECIFICATION

VOLUNTEER ROLE: **Treasurer of the Trust and Charitable Incorporated Organisation (CIO) for Epworth Old Rectory**

Location: Home-based and meetings at Epworth Old Rectory

Purpose and

Objectives: To manage the finances Epworth Old Rectory Trust and CIO (Operations) and its obligations as a registered charity

Responsible to: The Conference of the Methodist Church in Britain and the World Methodist Council

Relationships:

1. The Chair of Trustees of Epworth Old Rectory
2. Fellow trustees of EOR Trust
3. The Directors of the CIO
4. The Strategic Manager of Epworth Old Rectory
5. The Administrator of Epworth Old Rectory

Main Tasks:

- Maintaining a record of all financial transactions and accompanying documents
- Reporting on a bi-monthly basis to the CIO
- Reporting on an annual basis to the Trust
- Regular liaison with the Strategic Manager and the Administrator to ensure timely processing and payment of invoices
- Liaising with the Payroll provider
- Being the primary contact with HMRC (including making the annual Gift Aid submission)
- Being the primary contact with the pension provider
- Being the primary user with the Bank and dealing with banking issues
- Preparing financial forecasts annually
- Banking cash payments and providing cash floats
- Management of grant funding reporting in consultation with the Strategic Manager
- Provision of financial information for grant applications

Likely commitment:

- Attendance at all meetings of the Trustees (2 per year) and CIO (5 per year).
- Weekly management of cash and card income at the Old Rectory
- Communication between meetings (usually electronic).
- Additional meetings as required (eg building projects, insurance)

Expenses

Because of the tight financial situation at the Rectory over the years, trustees have not claimed expenses for attending meetings. If this is likely to cause difficulty, arrangements for reimbursement of essential costs can be arranged.

Essential experience and characteristics

- Understanding of and sympathy with the strategic direction of Epworth Old Rectory
- Knowledge of managing accounts, using Excel
- Experience in compiling complex reports
- Commitment to collaborative and team working

Safeguarding

Epworth Old Rectory Trust and CIO is committed to the safeguarding and protection of all children, young people, adults and its own staff and volunteers. It affirms that the needs of children and of adults when they are vulnerable and at risk are paramount. In this commitment it works closely with the Lincolnshire Methodist District Safeguarding Officer and aligns itself with the Lincolnshire Methodist District Safeguarding Policy.

All Trustees are required to undertake relevant Safeguarding, EDI (Equality, Diversity and Inclusion) and Unconscious Bias training, provided by the Methodist Church.

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## **APPENDICES:**

### **1. Background document for Epworth Old Rectory**