



## **Oxford Winter Night Shelter (OWNS) - Treasurer Vacancy**

### **About OWNS**

OWNS was set up to relieve poverty amongst homeless people and rough sleepers in Oxfordshire by working with Christian churches and other organisations. Its core operation is to provide night shelter during the winter months of the year, which it began in 2018, using a different church building each night of the week to offer dormitory style accommodation to those seeking refuge.

The restrictions imposed by COVID 19 meant that OWNS was unable to provide the dormitory night accommodation service. However, as part of its on-going commitment to serving the homeless and rough sleeper community, it has recently put in place a new day time facility provision, called The Living Room, which operates throughout the year, to provide a place where referred guests can find a place of rest, welcome and support.

OWNS will relaunch its night shelter service as soon as it is able to do so.

OWNS is governed by a board of trustees, chaired by Revd Mary Gurr, Chaplain of the Homeless. OWNS has one full time member of staff and a part time employee for the period that the night shelter is operational.

OWNS is funded through the generosity of individual and corporate donors and grants, many of which are local based grant giving bodies.

### **The role**

We are looking for a qualified accountant/experienced finance individual, to join the Board of Trustees as Treasurer on a pro bono basis to take the lead on keeping finances in order and meeting finance governance requirements.

### **Person specification**

- Strong knowledge of charity finances and the Charity Commission's requirements, or willingness to develop this knowledge
- Good financial management experience and preferably a professional accountancy qualification
- The ability to communicate effectively both orally and written, with good IT skills, and explain financial information to members of the Board and other stakeholders as necessary
- The ability to provide advice on financial matters affecting the charity
- An understanding of finance and risk management related to the charity's finances
- A collaborative approach to working with Trustees and partner organisations
- An interest in, and passion for, the work that OWNS is doing
- Be sympathetic to the Christian ethos of the project.



## **Responsibilities**

- Advising the Board on financial matters and presenting financial reports to the Board
- Preparing budgets and accounts
- Liaising with external auditors and any financial advisers
- Preparing the year end return to the Charities Commission in conjunction with the Independent Examiner
- Preparing grant applications with the Chair and Secretary
- Initiating or reviewing business cases as necessary
- Make entries to the cash book and ensure monthly (or, as necessary,) reports of income and expenditure under appropriate headings
- Recover Gift Aid from HMRC
- Be the charity's contact with the payroll provider and advise on salary and pension matters
- Pay approved invoices, track direct debits and standing orders
- Receive and bank donations and send receipts and thank-you letters or emails
- Manage the CAF Donate account (or and any other giving platform) and, in conjunction with the trustee responsible for fundraising, respond to donations received online
- Keep records of donors contact addresses and emails, subject to GDPR

## **Time commitment**

- Attendance at 10-12 Board meetings pa. Responsibilities include preparing financial reports for these meetings
- Ad-hoc communication with the Chair or Manager to give advice on financial issues and to review the financial position and prepare the annual budget
- Meetings with the Independent Examiner and advisers as required
- In total the commitment is estimated to be around 7-10 days per month on average but this can be higher if there are fundraising initiatives.

## **How to apply**

If you are interested in the position, please email your CV together with a covering lettering to: [info@ownsoxford.org.uk](mailto:info@ownsoxford.org.uk).