



Volunteer Treasurer/Trustee

Role Description & Person Specification

About Us

Shiloh Rotherham is a charity that offers support to adults who are homeless or at risk of homelessness.

Our vision is for everyone to have a safe place to call home and the opportunity to live independently with a good quality of life.

We work with local partners to provide a safe, welcoming support centre and community-based services, including:

- Advice and support
- Health and wellbeing
- Skills and training
- Practical help

We promote equal opportunities and take a whole-person approach to our work.

Founded in 1992 on Christian beliefs, Shiloh's values remain rooted in the Christian faith, but our services are open to everyone. Staff and volunteers are not required to be Christians, but must share our vision, values, and mission.

The Role

We're seeking a dedicated Volunteer Treasurer to join our Board of Trustees and help guide the financial well-being of the charity as we grow and respond to increasing need.

As Treasurer, you will:

- Work closely with the Board, Chief Executive, and Finance Manager
- Ensure our finances remain sustainable, compliant, and transparent
- Be part of a passionate team committed to lasting change for people affected by homelessness

General Responsibilities of a Trustee

- Ensure the charity focuses on its purpose and all activities align with its aims and objectives
- Comply with the governing document and meet all legal requirements
- Act in the charity's best interests
- Prepare for meetings, seek advice when needed, and make informed decisions
- Contribute to Shiloh's strategy and policies, and support and guide the Chief Executive and staff team

Specific Responsibilities of the Treasurer

- Ensure the charity's financial affairs are legal, constitutional, and in line with accepted accounting practice and Charity Commission guidelines
- Oversee accurate record-keeping and effective financial procedures and controls
- Lead the Finance Sub-Group (with the CEO and Finance Manager) to monitor financial health and report key updates at Board meetings (e.g. income/expenditure, balance sheet, cash flow, reserves)
- Oversee the timely preparation of the annual budget and recommend its adoption to the Board
- Guide trustees in assessing the financial viability of plans, proposals, and feasibility studies
- Ensure financial resources meet both present and future needs
- Maintain a robust overview of financial risks facing the charity
- Oversee the production of financial reports, returns, accounts, and independent examinations

What We're Looking For

Knowledge and Understanding

- Experience in charity finance and fundraising
- Financial qualifications (desirable)
- Previous Treasurer experience (desirable)
- Trustee board or committee experience
- Knowledge of restricted, unrestricted, and designated funds
- Knowledge of Gift Aid
- Understanding of governance and the voluntary sector
- Awareness of the legal duties, responsibilities, and liabilities of trusteeship

Key Skills and Abilities

- Strong analytical skills to assess proposals and financial implications
- Ability to lead Finance Sub-Group meetings ahead of Board meetings
- Availability to provide occasional ad hoc support to staff on finance-related queries
- Able to build strong relationships and act as an ambassador for Shiloh
- Collaborative team player who values diverse perspectives

Personal Attributes

- Commitment to Shiloh's vision and values
- Good listener, open to feedback and other perspectives
- Positive, problem-solving attitude
- High integrity and commitment to the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, leadership

Time Commitment

- Quarterly Board Meetings: Monday evenings, 5:30pm–7:30pm at Shiloh's premises
- Quarterly Sub-Group Meetings: afternoons
- Annual AGM (attendance required)
- Communication between meetings via email, phone, or WhatsApp

Expenses

Travel and other reasonable out-of-pocket expenses will be reimbursed.