ROLE DESCRIPTION FOR HIDAYAH TREASURER

Are you looking for a pivotal role in a diverse, groundbreaking charity? Join Hidayah as our next treasurer on the Board of Trustees.

Hidayah is a volunteer-led organisation supporting LGBTQ+ Muslims through community support, advocacy, education, and wellbeing initiatives.

The treasurer carries out Hidayah's financial responsibilities, files reports, and presents regularly to the Board of Trustees.

KEY RESPONSIBILITIES

What do we specifically expect of this role?

- To take accountability for the bank account and to be an authorised signatory.
- To present financial updates at Trustee meetings and to devolve budgets where necessary.
- To ensure adherence to budgets.
- To present a predicted target and actual budget for the year.
- To work with the chair to give breakdowns of costings for fundraising bids and for events/activities/paid members of staff.
- To create the annual year-end financial report for the Charity Commission.
- To seek out revenue opportunities within the limits of Hidayah's activities.
- To document how restricted and unrestricted funds are spent, including reports for grant funders.
- To approach organisations for donations and sponsorship opportunities.
- To increase revenue through public donations (online and actual) and to be proactive in doing this.
- To work with other Trustees to plan income-generating activities.

PERSON SPECIFICATION

What do we expect from a treasurer?

Please note that you must agree with and fit the essential criteria below to be eligible to volunteer in this role:

Knowledge & Experience:

- Educated to degree level or has experience which demonstrates equivalent analytical ability.
- Knowledge of quality assurance systems and their benefits for the voluntary sector.
- Knowledge of good governance procedures for the voluntary sector.
- Experience in budget management, preferably in the charity sector, but applicable to other sectors.

To apply for this role, please send your **CV and cover letter** to Emmanuel at hr@hidayahlgbt.co.uk.

- High level of numeracy and close attention to detail.
- Basic AAT (Association of Accounting Technicians) experience is desirable but not essential.

Skills & Attributes

- Ability or willingness to learn line managing, developing, coaching, and motivating volunteers.
- Working and influencing at both a strategic and operational level, ensuring excellent working relationships with trustees and volunteers.
- A self-starter who can maintain their workload with minimal supervision.
- Friendliness, enthusiasm, dedication, responsiveness, flexibility, and eagerness in supporting the aims, vision, and mission of Hidayah.
- Ability to respond to conflict situations (if needed) with professionalism, adhering to Hidayah's policies.
- Ability to handle and learn filing, online banking, and finance systems, including Google Drive and Sage.

WHAT BENEFITS DO I GET FROM THIS ROLE?

- Make a meaningful impact within the LGBTQI+ Muslim community
- Gain hands-on HR and recruitment experience
- Expand your professional network
- Receive a reference for your CV

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