

Faith in Action Merton Homelessness Project (FiA)

Our mission is to help and support homeless and vulnerably-housed people in and around the London Borough of Merton. We operate a twice-weekly Drop-in, currently welcoming 50-60 individuals each day, while our Winter Night Shelter provides a warm, dry place to sleep every night during the coldest nights of the year – this winter from 4 December until 10 March 2024.

Our current Finance Director Trustee is retiring, having completed the maximum of nine years in the role.

We're now looking for an enthusiastic and committed volunteer for the role which covers the following positions:

- 1. Finance Director and Trustee**
- 2. Bookkeeper**

The current incumbent fulfils both roles but we would consider splitting the responsibilities if two complementary applications were received.

Finance Director (FD) and Trustee

This role includes joining the current team of Trustees, who together have overall responsibility for the successful running of the Charity.

Key responsibilities of the FD are:

- Overall responsibility for the finances and accounting of the charity
- Overseeing the preparation and presentation to the Board of Trustees of:
 - Five-year business plan
 - Annual budget
 - Monthly P&L and cash account compared to budget
 - Outturn forecast if/when necessary
 - Annual accounts
- Work with the Company Secretary and Chair to prepare and present the Annual Report
- Oversee financial management and operations, and manage internal financial controls, ensuring that we adhere to Charity Commission guidelines at all times
- Liaison with FiA's auditors
- Being a bank signatory
- Oversee all business relationships/contracts to ensure best value
- Report on financial matters to Trustees and make recommendations as necessary
- Attend Trustee meetings (usually around 10 pa),
- Recommend pay rises and annual bonuses for FiA's team of eight staff
- Authorise payments up to £1,000 (note: payments above £1,000 should be referred to the Trustees)

Estimated time commitment: 6-10 hours per month

Bookkeeper

Key responsibilities are:

- Maintaining an up-to-date cash account and summarising the position monthly for preparation of reports
- Prepare monthly bank reconciliations
- Accounting for Gift Aid and submitting payment applications to HMRC
- Overseeing the management of the payroll and submission of documentation to HMRC, and any stakeholder pension arrangements (note: the payroll is managed on a bureau basis by Wimbledon Guild)
- Payment of regular bills
- Authorise payments up to £500 (note: manager to sign off payments up to £200)

Estimated time commitment: 8-10 hours per month.

For more information about either post, please contact Bernie McAlister, Chair of Trustees by email or phone: mcalisterbernie675@gmail.com **07976 994 308**