



Norwich Historic Churches Trust is recruiting a TRUSTEE for the role of TREASURER

About Norwich Historic Churches Trust

Norwich Historic Churches Trust (NHCT) is a limited company and registered charity. It was created in 1973 to care for and find new uses for redundant churches in Norwich which are of historical importance. The main role of the Trust is to conserve and carry out repairs to these historically important buildings, which it does using rental income and grants. We currently look after 18 buildings all within the city centre which are now used for a variety of activities including theatres, antiques centres, arts venues and places of work.

The Trust's offices are based in the Grade I listed, former church of St Martin at Palace (St Martin at Palace Plain, Norwich, NR3 1RW) where we also offer volunteering opportunities, learning activities and events. The building serves as a visitor centre and base for the Centre for Parish Church Studies and the Heavenly Gardens project.

The Board of Trustees is currently comprised of 15 Trustees from a varied background. We are currently working on our long-term strategy, but invite you to read our ["Adapt, Adopt, Improve" 2018 Strategy](#).

This is an exciting time to join the Trust as it carries out major funded repair projects at the former churches of St Margaret de Westwick and St Michael Coslany.

Role Overview

- 🌀 Voluntary role: requires 1-2 hours per week commitment.
- 🌀 Attendance at monthly Trustee meetings throughout the year.
- 🌀 Opportunity to experience and get involved in the wider work of the Trust.

Norwich Historic Churches Trust is seeking a Treasurer, someone who can be committed to the Trust and will value the importance of this vital role. A good aptitude for numbers and an interest in the charity sector are essential. The main responsibility of the Treasurer is to oversee the Trust's finances in order to minimise risk whilst ensuring the charitable objectives are still being met. The Treasurer will work closely with the Finance Officer, Operations Manager and Chair.

We are looking for someone who is comfortable dealing with budgets and figures, however an Accountancy qualification is not required. Rather, we seek a business-savvy, proactive individual who can work at a strategic level. A collaborative approach and willingness to learn is essential. We are interested in hearing from someone with building management experience, although this is not essential. Furthermore, the Trust uphold the principles of equality of access and we encourage individuals from all walks of life and backgrounds to apply.

As Treasurer of NHCT you will be nominated as NHCT's representative with the Charities Commission, become a signatory on all NHCT bank accounts, and you will be the Finance Officer's line-manager. Regular tasks can include authorising payments via the online banking system, assisting with the decision-making over financial matters as they arise and a monthly review of Management Accounts, which are prepared by the Finance Officer, before they are published to the board.

The Treasurer will work with the Finance Officer in preparing annual budgets, monitoring cash flow and restricted funds. An understanding or willingness to learn about grants, donations and the charity activities is advisable. You will be required to sign the annual accounts each year once they have been audited and completed by the Trust's Independent Examiners.

You will work with the full support of the Finance Officer and Operations Manager, who are employed by the Trust. The ability to see the broader view of the Trust whilst maintaining future financial sustainability will ensure the key component of this role is fully recognised.

Person Specification

- 🌀 The ability to understand financial information and commercial processes and to contribute to budget planning.
- 🌀 Strategic vision; good, independent judgement.
- 🌀 Self-motivated with a positive approach and an eagerness to learn and work with a small team.
- 🌀 The ability to work collaboratively with the Trust's stakeholders.
- 🌀 Excellent communication skills and willingness to make recommendations to the board.
- 🌀 An understanding of funding, governance and working as part of a board of Trustees.
- 🌀 An interest in the Charity sector and in the work of the Trust and its role in caring for historic buildings and wider society.

Application process

To apply, please provide a C.V (maximum 2 pages) and a cover letter (maximum 1 page) which details what skills, experience and vision you would bring to the role and to the Board of Trustees. Also include contact details of two referees.

Send applications to:

Sandra.Martins@norwich-churches.org, or by post to Sandra Martins, Norwich Historic Churches Trust, 15 St Martin at Palace Plain, NR3 1RW.

The closing date for applications is: Sunday, 6th March 2022

Interviews will be held on: week commencing 14th March 2022

The preferred start date is: Monday 11th April 2022

If you would like to have an informal conversation about the role, please contact Natalie Day, our Finance Officer at Accounts@norwich-churches.org / 01603 611530.

