

TREASURER

Candidate

Pack

2025



Chair's Welcome Letter

Thank you for your interest in Gloucestershire Nightstop and expressing an interest in joining our board.

Gloucestershire Nightstop (GNS) is a small charity that aims to support and champion young people, between 16-25 years, who are homeless or at risk of homelessness and to provide safe, supportive, and stable accommodation and early intervention to prevent homelessness. We work on a Gloucestershire-wide basis and see collaboration and co-operation with other organisations as a key way to succeed in eradicating youth homelessness.

The trustee/directors of the board all come with different but complementary skills, knowledge and expertise. Many were new to the trustee role when first volunteering for GNS and we have a structured induction to help all trustees to get to know our charity and the wider context for our work. We are a friendly and diverse group who enjoy working with the very experienced and knowledgeable Executive Director and her dynamic, skilled team. Our role is to challenge and question in a constructive manner that enables the organisation to meet its legal, financial and charitable requirements.

These are exciting and challenging times and we would love to hear from you, especially if you bring knowledge and experience of financial management in any sector.

Best wishes,
Patricia Le Rolland
Chair

"There's a very fine line between a young person who is doing ok and a young person who isn't and it could just pivot on 1 friend or 1 incident and start a downward spiral and it felt like Nightstop was able to interrupt that spiral."

- Nightstop Host

About Us

GLOUCESTERSHIRE NIGHTSTOP IS ONE OF THE COUNTY'S LEADING YOUTH-SPECIFIC HOMELESSNESS CHARITIES.

For over 20 years, we have championed bespoke housing and support models to help young people aged 16-25 avoid, resolve, and move on from homelessness and safely transition to adulthood. We help them to build better futures.

Since starting out providing emergency accommodation - one night at a time - in 2003, our work with young people has become much more holistic and our intervention supports young people from becoming homeless. In recent years we have grown our impact to help more than 100 young people a year and provide more than 800 safe nights.

We are proud of the part we have played in giving homeless young people a future. But now we face new and even greater challenges. More than 100,000 young people in England approach their Local Authority every year because they are homeless or at risk. In Gloucestershire alone, more than 800 young people are consistently at risk each year according to Centrepoin't's annual freedom of information data. Gloucestershire Nightstop is needed more than ever before.

OUR IMPACT

We support homeless young people across Gloucestershire to find accommodation, stability, and education or employment.

4479

VOLUNTEER HOURS PROVIDED 2024

72%

PERCENTAGE OF POSITIVE MOVE ON'S 2024

353

NUMBER OF SAFE NIGHTS PROVIDED

Read our [Impact Report](#)

Watch our [20th Anniversary Video](#)

Watch our [Christmas Video](#)

About the Role: Treasurer

We are looking for someone who finds numbers and their impact interesting! We are less concerned with formal qualifications (although very welcome) than someone who commits to doing the work necessary in a timely manner and an ability to work co-operatively with the Chair, Executive Director and all trustees. The board takes the overall responsibility so you will need to be able to help trustees and staff to understand the financial information and its actual or potential impact on the charity immediately and long term. We have an experienced bookkeeper and an appointed experienced external examiner.

Term of office: 3 years

Maximum allowed to serve: 6 consecutive years

Overall purpose:

- Oversee all financial aspects of the charity, on behalf of the board of trustees, to evaluate our financial position and associated risks.
- Assist the Chair and the Executive Director (ED) in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity.

Main Responsibilities & Tasks associated with the role:

In partnership with the ED & Chair:

- Ensure that the charity operates within the financial guidelines set out in current legislation, by the charity commission, in the charity's constitution and by the board.
- To work with the admin manager and bookkeeper to update and to test internally our financial management procedures to support strong governance and financial controls.
- Identify and bring to the attention of the board, any financial risks facing the charity.
- Ensure that the charity's financial resources are sufficient to meet our current and future needs, advise the board on the reserves policy, and to ensure that this policy is reviewed and monitored regularly.
- Scrutinise the proposed annual budget, cash flow forecasts and financial reports and advise and guide the board accordingly.
- Review longer term forecasts of capital resources and of income and expenditure, and to review and monitor financial trends within the charity and the sector within which the charity operates.
- Contribute to the annual audit process, including meeting with external examiner.

To assist the Chair, other trustees and the ED:

- By ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity.
- By ensuring that GNS has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board.
- By keeping the board informed of its financial duties and responsibilities.
- By advising the board on the financial implications and operational risks arising from board decisions, especially the board's strategic and policy decisions.
- Working with the Chair to advise the executive director on the level, quantity and frequency of financial information and reporting required by the board to allow the board to fulfil its legal and statutory responsibilities.



Who are we looking for?

Person Specification:

Essential:

- **Financial Awareness:** Knowledge of, or a willingness to learn, accounting practices relevant to corporate governance.
- **Understanding of Regulations:** Understanding of, or willingness to learn about, financial regulations governing charities and companies.
- **Collaborative Approach:** Financial oversight is a shared responsibility of the board, with the Treasurer working closely alongside fellow trustees as part of a team.
- **Commitment & Time:** Able to dedicate sufficient time to the role.
- **Strategic Thinking:** Ability to plan ahead and contribute to the charity's long-term vision.
- Ability to digest, present & critically evaluate a range of information, including written reports, statistics and verbal communications.
- Willingness to challenge and engage.
- Understands and is committed to diversity issues.

Desirable:

- Experience serving as a trustee or working within the charity sector.
- Formal financial qualifications.

Support and training available: If you're new to being a trustee, the Chair and board members will offer guidance and training to help you succeed.

Time Commitment:

- **Board Meetings:** Six times a year (every two months), usually on a Monday evening from 5:30 to 8:00 pm. Meetings are generally in person, with an option to join online when needed.
- Occasional extra meetings or activities as needed.
- The Treasurer and Chair meet yearly with the external examiner.
- One annual away day to focus on strategy and development.
- **Estimated Commitment:** Around 4 to 5 hours per month.

This flexible role is designed to fit around other commitments while ensuring meaningful engagement.

How to Apply

The TrusteeWorks Team at Reach Volunteering are supporting GSN with their Treasurer recruitment.

Applications should be made via TrusteeWorks in the first instance.

To apply please submit your CV along with a covering letter stating why you wish to join the organisation and how your skills and experience would add value to the board.

Please send applications and enquiries to:

trusteeworks@reachvolunteering.org.uk

The deadline for applications is 16 May 2025.

GSN is committed to promoting diversity and inclusion. We welcome applications from all sections of the community and from individuals of all backgrounds and experiences.

