



Wiltshire Historic Churches Trust

Vacancy for Honorary Treasurer

The Wiltshire Historic Churches Trust seeks a volunteer to take over the role of Trust Treasurer. This is a fulfilling and enjoyable role, at the heart of a vibrant county charity which contributes to the wellbeing of the church within Wiltshire.

Purpose and Working of the Trust

The purpose of the Wiltshire Historic Churches Trust (WHCT) is to support churches and chapels of all denominations in Wiltshire, including Swindon, with grants towards the cost of essential repairs and community enhancements that are beyond the financial means of the church.

The Trust raises funds through a vibrant programme of activities by the Friends of Wiltshire Churches, the annual Ride & Stride event, donations and legacies and the income from its investments. As a charity, it claims Gift Aid from HMRC.

The Trustees meet formally twice a year to oversee the work and finances of WHCT. Grants are decided by the Trustees in these meetings. They usually grant around £80,000 a year to some forty churches.

The Treasurer plays a key role in enabling these activities. S/he advises the Chair and Trustees on the finances and accounts of the Trust within Trustee Board meetings and runs the Trust's routine income and expenditure, including the payment of grants to churches.

Further insight into the organisation and practices of the Trust and its achievements can be gleaned from its website: www.wiltshirehistoricchurchestrust.org.uk

Treasurer

The Treasurer is one of the two voluntary Honorary Officers of the Trust. S/he works closely with the Honorary Secretary on all aspects of Trust business and grant decisions and payments. S/he also supports the Trustees and Trust Officers engaged in income generation activities.

The Treasurer maintains the Trust bank accounts, gift aid claims and routine payments; the Trust income and expenditure accounts and balance sheet and has routine oversight of the Trust investments. S/he reports Trust Finances to the Trustees in their meetings and provides the accounting records at year end to the Trust Accountants who prepare the Annual Report and Accounts.

The Treasurer attends two formal Trustee meetings a year. Most routine work is conducted by email. The overall time commitment is spread throughout the year and amounts to 90 hours per annum.

Applicants

Questions on the Treasurer role should be addressed initially to the Honorary Secretary, Nigel Jackson, by email at sec.whct@gmail.com

A Summary of the Treasurer's Financial Policies & Operating Procedures can be provided to potential volunteers.