



Bromley Homeless

United Reformed Church
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Finance Trustee – Role Profile

Overview of the role

We have a highly talented team of people at Bromley Homeless, both paid and volunteers – all carrying out extraordinary work and making a real difference to so many lives. We are on a journey of transformation, and we are looking for new trustees to be instrumental in that change journey and commit their time to making a difference to the lives of people experiencing homelessness in Bromley.

The board has a diverse mix of skills and we are looking for someone to compliment and bring fresh perspective and a passion and desire to support the vital work of the charity in the community.

About Bromley Homeless

Bromley Homeless have a vision of a community where everyone has access to a decent home and no one feels their only option is to sleep rough. Our mission, as an expression of Christian faith, we provide a supportive, caring environment, positive interventions and emergency accommodation to alleviate initial pressures and empower anyone facing homelessness principally in the London Borough of Bromley to fulfil their hope for a safe and secure home and live a fulfilled life.

Bromley Homeless is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission. The charity provides a holistic range of services to people experiencing or at risk of homelessness in the London Borough of Bromley, including advice, advocacy, health and wellbeing support and an emergency shelter.

Services are mainly delivered from our service hub at the United Reformed Church in Bromley town centre and we have a 5 bed shelter which operates for the majority of the year.

We have collaborative relationships with Bromley Council and GP Alliance, who provide medical support from our premises working closely with us to support those in housing need.

The Finance Trustee role

The Finance Trustee will be a member of the Board and will provide operational support, financial oversight, and challenge to help ensure Bromley Homeless remains financially sustainable and well governed. The role will complement the existing skills of the Board and will work closely with the Treasurer and CEO.

The role is operational as well as strategic. The Finance Trustee will work closely with the charity's management and Treasurer and provide hands-on finance support where required. This will include producing regular management accounts, year-end accounts, book-keeping and financial reports for the Board, helping to prepare and set the annual budget and contributing to the development of a five-year plan. The role will therefore require someone who is comfortable moving between Board-level oversight and practical day-to-day financial matters.

Key responsibilities

- Provide financial oversight and constructive challenge to the Board
- Produce regular management accounts, including bookkeeping, year-end accounts, cash-flow reporting and other financial information required by the Board
- Lead and support the annual budgeting process, financial planning and development of the charity's five-year financial plan
- Liaise with volunteer responsible for payroll as required
- Ensure appropriate financial controls, governance and risk management are in place and that financial performance is clearly reported to the Board
- Advise on the financial implications of strategic decisions, service development and operational changes, supporting the charity's long-term financial sustainability
- Support the development and monitoring of income streams, including grants, donations and fundraising, and respond to finance queries from trustees and staff
- Work collaboratively with fellow trustees, staff and volunteers, listening to different perspectives while being willing to challenge constructively

Finance experience sought

- Qualified accountant or significant senior-level financial management experience, with a strong understanding of management accounts, budgeting, forecasting, financial controls
- An understanding of financial management and financial reporting
- Competence in Microsoft Office, particularly Excel, with the ability to analyse and present financial information effectively
- An understanding of financial controls, risk management and good governance
- The ability to explain financial information clearly to non-finance colleagues and trustees
- Commercial and strategic judgement, with the ability to assess the financial implications of decisions
- Experience of working with or advising a charity, voluntary organisation or organisation with limited resources, although this is not essential
- An interest in supporting income generation and the charity's longer-term financial sustainability

Trustee requirements

- Understanding of the responsibilities and requirements of a charity trustee; previous governance experience is welcome but is not essential
- Commitment to the work and values of Bromley Homeless
- Lived experience of homelessness desired but not essential
- Ability to allocate the necessary time to the role
- Willingness to listen to the views of others while contributing independent judgement and constructive challenge
- Commitment to the charity's vision of a community where everyone has access to a decent home and no one feels their only option is to sleep rough

Board and wider contribution

Bromley Homeless is a small charity with limited staff resources, so trustees may also provide practical support where appropriate. This can include supporting policies, fundraising, safeguarding, staff oversight and other areas of Board responsibility. The Finance Trustee should therefore be willing to contribute beyond purely financial matters and take an active interest in the charity's services, people and strategic priorities.

Time commitment

A small amount of operational finance support is required on a weekly basis. Board meetings are currently held in person, on a quarterly basis on weekday evenings and last approximately three hours. Trustees are also expected to read papers in advance and prepare for matters they have agreed to lead on. The initial trustee term is three years, with the opportunity to stand for re-election for two further three-year terms.

Values

We listen – We are approachable and listen without prejudice.

We care – We build long-lasting relationships with clients through compassionate, open communication.

We empower – We believe in the value and potential of all people and want to empower people to achieve their ambitions and live fulfilled lives.

We collaborate – We believe we can have a bigger impact when we work together.

Application

To apply, please submit your CV and cover letter by email to

Charlie Middleton, Treasurer – Charlie.middleton@bromleyhomeless.org. Please submit your application by Wednesday 14 October.