

The Castledine Almshouses

The Castledine Almshouses is a charity providing accommodation for six single women who are long-term residents of Mountsorrel aged 45 and over who are on low incomes.

Clerk to the Trustees – Job Description

The role of clerk is to provide professional administrative support to the trustees and to oversee the repairs and maintenance of the almshouses as necessary. The clerk would be expected to work approximately one hundred hours in a normal year.

The main duties fall under five categories and these are:

- A. Trustee Administration
 - Provide all administrative organisation and support for trustees' meetings
 - Action any instructions approved by the trustees
 - Assist the chairman in the recruitment, induction and training of new trustees
 - Ensure all charity documentation is kept secure and confidential in line with GDPR and other requirements
- B. Financial Matters
 - Arrange the collection (by cash or direct debit) of Weekly Maintenance Contributions
 - Be the person responsible for financial controls including preparing payment of any bills
 - Ensure accounts are kept in accordance with charity law
 - Propose and implement an agreed budget with the trustees
 - Prepare the Annual Accounts and Annual Report
- C. Maintenance Matters
 - Ensure all routine maintenance and emergency repairs are completed swiftly
 - Arrange any garden work, if required, from April to October
 - Arrange for the architect to complete the quinquennial inspection every five years
- D. Resident Liaison
 - Regularly check on the well-being of residents and liaise with next of kin/doctors as required
 - Be the point of contact for residents' queries and safeguarding concerns
 - Manage property vacancies and appointment of new residents
- E. Legal Compliance
 - Ensure compliance in respect of all legal and regulatory responsibilities of the charity
 - Ensure all statutory policies are in place and regularly reviewed

Clerk to the Trustees – Person Specification

Essential

- Excellent administrative skills
- Experience of book-keeping and accounting, preferably within the charity sector
- Ability to work as part of a team and on your own initiative with minimum supervision
- Good communication skills
- Good people skills
- Sensitivity and the ability to establish positive and productive relationships
- Knowledge of and commitment to safeguarding procedures
- Computer and internet literate

Desirable

- Experience of administration within the charity sector
- Experience of compliance with a legal framework in a charity or local council setting
- Experience of clerk/secretary to committee meetings