



St Gregory's Foundation

Charity no. 1002469

Helping vulnerable children and families in Russia and the former USSR

Saint Gregory's Foundation - Treasurer

Background

[Saint Gregory's Foundation](#) (SGF) is a charity focused on helping children and young adults in Russia and Georgia. In 2016 we celebrated our 25th anniversary.

Treasurer's role

We are looking for a new Treasurer following the present incumbent's move to Singapore. The Treasurer will be one of the nine Trustees/Directors of the charity. The Board of Directors meets 3-4 times a year in London and the Treasurer is expected to attend these meetings and prepare financial reports for them. The Treasurer's role is a strategic one in terms of financial oversight and planning but it also requires a "hands on" approach for updating records on our Quick Books management system. This system enables us to analyse donations and is an essential tool for assessing the success of fund raising initiatives, budget planning and the preparation of the annual accounts. These duties can be assumed gradually as the new Treasurer will be fully supported by previous Treasurers who are still involved with the charity.

The charity employs a full time Executive Secretary; her pay and pensions are calculated by a pay roll service; her pension contributions are paid by direct debit, but the Treasurer will make the transfers for her pay and expenses.

No knowledge of Russian is needed but an interest in Russia and the former Soviet Union could be an advantage as could experience in fundraising.

Ongoing tasks

- Record and oversee day to day expenditure and income
- Ensure that donations are acknowledged
- Ensure that donors eligible for gift aid sign gift aid forms.
- Pay in any cheques sent to the Treasurer (most are sent to the Executive Secretary)

Fortnightly tasks

- Enter transactions to Quick Books for RBS current account including standing orders and CAF donations; reconcile.

Monthly tasks

- Enter transactions to Quick Books for RBS savings account, Euro and US dollar accounts; reconcile
- Arrange payment of Executive secretary's salary
- Check and pay Executive Secretary's expenses

Quarterly tasks

- Prepare financial reports for Directors' meetings
- Arrange transfers to our partners following Board Meetings
- Arrange briefing meetings with Executive Secretary

www.stgregorysfoundation.org.uk

Patrons: HRH Prince Michael of Kent, GCVO and Archbishop Gregorios of Thyateira and GB

Founder Patron: Metropolitan Anthony of Sourozh

Chair: Nicholas Kolarz Executive Secretary: Julia Ashmore

Registered address: 8 Biddulph Road, London, W9 1JB Tel.0203 372 4992



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Tri-annual tasks

- Reclaim or oversee reclamation of Gift Aid, beginning of August, 31 Dec (for accounts) and 5 April (end of Tax year).

Annual Tasks

- Prepare annual accounts with the Reporting Accountant and ensure they are submitted to the Charity Commission and Companies House on time.
- Preparation of the annual budget with Executive secretary

Time commitment

On average two hours a week with busier times around Board meetings and at the end of the financial year in December.

Benefits

Opportunity to learn about Russia and Georgia and possibility of visiting projects and seeing something of these interesting countries. Meeting other directors, our partners and other colourful personalities.

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