



TREASURER TRUSTEE

Recruitment Pack

The Halliday Foundation | Glasgow



Building Community | Fighting Poverty | Tackling Homelessness

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This pack gives applicants an overview of the charity, the voluntary Treasurer role and the application process.

1. WELCOME

Thank you for considering joining the Board of The Halliday Foundation as Treasurer.

Our charity works alongside people and communities in Glasgow to tackle poverty and homelessness and create places where people feel connected. Reidvale Neighbourhood Centre is our base and a busy community hub, with over 60 opportunities for local people to take part, learn, volunteer and find support. Reidvale Café is part of that welcome.

As our services develop, we need clear financial information and careful oversight. The Treasurer will help fellow trustees understand our budgets, accounts and financial risks, and will work with the Chief Executive to produce practical finance reports for Board discussions.

We welcome applicants with strong financial experience who care about the difference a community charity can make. Previous trustee experience is not essential. This pack explains the role and how to express your interest.

The Board of Trustees
The Halliday Foundation

2. ABOUT THE HALLIDAY FOUNDATION

The Halliday Foundation is a Scottish charity based at Reidvale Neighbourhood Centre, 13 Whitevale Street, Glasgow G31 1QW. Our purpose is captured in our message: Building Community, Fighting Poverty, Tackling Homelessness.

The Centre brings people together for practical help, food, activities, learning and volunteering. The charity works with households, local organisations and partners to respond to hardship and strengthen community connections.

3. OUR COMMUNITY WORK

Our work combines practical support with welcoming places, relationships and opportunities to participate. People may first come to us through a referral from a partner, a community activity or a visit to Reidvale Neighbourhood Centre. We aim to respond to the immediate need while helping people build stability and connections.

Supporting people affected by homelessness

We support people who are homeless or living in temporary accommodation, including hostels and women's refuge centres. This may involve practical essentials, food and help to prepare for a move into a tenancy. We work with the person and the referring organisation to understand what is needed, with sensitivity to safety, privacy and the circumstances that led them to seek support.

Houses2Homes

Houses2Homes collects donated furniture and household items, prepares them for reuse and delivers them to people establishing or sustaining a home. Referrals from housing and other partners help us identify what each household needs. The service can also help people make choices about essential items for their new home through available support funds. These practical steps help turn an empty property into a place to live.

Reidvale Neighbourhood Centre and Reidvale Café

The Centre is a community hub offering over 60 opportunities for local people to take part, connect, learn and volunteer. Reidvale Café provides food and a welcoming place to meet. Community meals, social activities and informal contact can help reduce isolation and make further support easier to access.

Children, families, learning and wellbeing

Our activities include children and family sessions, play opportunities, social and wellbeing groups, learning and employability support, and volunteering. We listen to participants and adapt activities to what local people tell us they need.

Working with partners

We work with more than 120 partner organisations across housing, homelessness, community support, health, education and other services. These relationships help people reach practical assistance and opportunities without having to navigate everything alone. They also enable joined-up referrals and responses when a person or family faces several pressures at once.

4. ABOUT THE TREASURER ROLE

The Treasurer is a trustee who helps the Board understand the charity's financial position and make informed decisions. Financial oversight is a shared Board responsibility; the Treasurer brings particular financial knowledge and clear reporting to that work.

Role	Treasurer Trustee
Type	Voluntary, unpaid Board appointment
Location	Glasgow, connected to Reidvale Neighbourhood Centre
Meetings	Monthly, on the second Monday of each month
Additional time	Some hours between meetings reviewing finances and budgets and producing reports
Works with	Board of Trustees and Chief Executive
Accounting system	Xero

What success looks like

- Trustees receive clear financial reports they can use to make decisions.
- The Board understands the budget, financial risks and questions requiring attention.
- Financial discussion supports realistic plans for services and the charity's future.

5. KEY RESPONSIBILITIES

Financial review and reporting

- Review financial information, budgets and forecasts between Board meetings.
- Prepare finance reports for the Board of Trustees and Chief Executive, identifying key figures, changes, risks and decisions required.
- Explain financial information clearly and answer questions from fellow trustees.

Oversight and planning

- Help the Board scrutinise financial controls, cash flow, reserves and financial risks.
- Offer insight on the financial implications of plans, funding and service development.
- Support Board scrutiny of annual accounts and other financial reporting.

Trustee contribution

- Attend monthly Board meetings and contribute to discussion and collective decisions.
- Work constructively with the Chief Executive and other trustees, bringing independent judgement and appropriate challenge.
- Keep sensitive information confidential and act in the charity's interests.

6. PERSON SPECIFICATION

We are interested in sound financial judgement, clear communication and commitment to the charity's work. Applicants do not need to have been trustees before.

Area	Essential	Helpful
Financial experience	Experience in finance, accounting, budgeting or financial management.	Charity finance and reporting experience.
Analysis	Able to review figures, spot questions and consider financial risks.	Experience with forecasts and reserves.
Communication	Can explain financial information in plain language and contribute to Board discussions.	Experience presenting financial reports.
Working style	Collaborative, careful and willing to offer constructive challenge.	Experience working with a board or committee.
Systems	Comfortable working with financial reports and digital records.	Familiarity with Xero.

7. HOW TO APPLY AND SELECTION

Express your interest

Email a short introduction and your CV to chris.halliday@thehallidayfoundation.org.uk with "Treasurer Trustee" in the subject line. Please explain why the role interests you and what financial experience you would bring.

Informal discussion

If you would like to discuss the role before applying, email Chris Halliday, Chief Executive, at the address above.

Closing date and next steps

Please check the Goodmoves advert for the current closing date. We will review expressions of interest and contact applicants about next steps.

Fair and accessible recruitment

We welcome interest from people with different backgrounds and routes into financial work. If you need an adjustment to take part in the application process, please let us know when you contact us.

Contact

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