



HONOUR THY WOMAN GROUP

Treasurer Candidate Pack



Welcome

Dear Candidate,

We are pleased that you are considering the role of Treasurer Trustee with Honour Thy Woman Group. This is an important moment for our charity, and we are seeking someone who can help guide our future with skill, integrity, and commitment.

Honour Thy Woman provides survivor-centred Domestic Abuse Recovery Services for women and families across Gloucestershire. Our work is rooted in compassion, practical support, and a determination to ensure that every woman and child has the opportunity to rebuild their lives with dignity.

As Treasurer, you will play a vital role in safeguarding the financial health of our organisation. Your professional insight will help us manage resources responsibly, strengthen our sustainability, and ensure that our services continue to reach those who need them most.

We are looking for someone who shares our values and is ready to contribute their expertise to a collaborative and dedicated Board of Trustees. This is a chance to make a meaningful difference, while also gaining valuable governance experience and supporting the growth of a responsive, survivor-focused charity.

If you feel drawn to this opportunity, we warmly invite you to apply. Together, we can build a stronger future for Honour Thy Woman and the families we serve.

Yours sincerely,

Board of Trustees
Honour Thy Woman Group



About Us

Honour Thy Woman Group is a UK-registered charity dedicated to empowering women affected by domestic abuse. We are based in Gloucestershire and work across the county to provide compassionate, person-centred support that helps survivors reclaim confidence, rebuild their lives, and create positive futures.

Founded in March 2021, our organisation has grown into a trusted community resource and registered charity (Charity No. 1201016). Since launching, we have built meaningful partnerships with local agencies and experts to strengthen our services and widen our reach.

Our mission is rooted in holistic recovery, emphasising emotional well-being, community connection, and practical support. We believe that every woman deserves to feel safe, valued, and hopeful, and that healing is most effective when it honours each person's unique journey. Our inclusive approach means we support adult women and their children, and we welcome people from diverse backgrounds and identities.

At the heart of our work are our trained Peer Mentors, many of whom have walked similar paths to those they support. Guided by empathy, expertise, and lived experience, they create safe, judgment-free spaces where survivors can be heard, connected, and strengthened.



Our Services

Honour Thy Woman Group offers a wide range of support services designed to meet the emotional, practical, and social needs of women recovering from domestic abuse. Our programmes combine professional guidance with peer-led care, flexible delivery methods, and a focus on long-term wellbeing.

1. Peer Mentor Support

We provide one-to-one mentoring with trained Peer Mentors who understand the challenges of recovery from personal experience. These sessions foster trust, validation, resilience building, and empowerment as survivors navigate their post-abuse journey.

2. Domestic Abuse Recovery Programmes

Our structured Gateway Programme offers a series of sessions focused on understanding abuse, breaking cycles of control, safety planning, family dynamics, and moving forward with confidence. We offer this both in small groups and individually, depending on need.

3. Practical Advocacy & Signposting

We act as advocates with external professionals when required, helping with applications, housing support, legal referrals, protection orders, and communication with agencies. We also signpost clients to additional services that match their personal goals.

4. Wellbeing & Creative Programmes

Our wellbeing offerings include creative workshops, mental health sessions, journaling groups, and art-based activities that foster self-expression, connection, and healing. These are available both online and in-person across Gloucestershire.

5. Emotional Support

Specialised support focuses on emotional safety planning, emotional intelligence development, and tools to manage the psychological effects of abuse. These sessions help survivors recognise, understand, and regulate their emotional responses in a supportive environment.

6. Women Support Services

We offer tailored advice and guidance for those not yet ready for full recovery programming, including assistance with housing, legal processes, budgeting, counselling referrals, and peer-led advocacy to support stability and independence.

7. Family Unit Approach

Recognising that recovery impacts entire families, our Family Unit programmes support mothers and children together through structured activities that build resilience, strengthen relationships, and provide safe spaces for emotional expression.

About the Role

Role Overview

Organisation: Honour Thy Woman Group

Role Type: Trustee (Voluntary)

Reports to: Chair of Trustees

This is a pivotal moment to join the Board of Trustees at Honour Thy Woman and support the future of our organisation. As our new Treasurer, you will help secure the financial sustainability that underpins our comprehensive, expert Domestic Abuse Recovery Services for women and families across Gloucestershire.

By sharing your professional skills and financial insight, you will help ensure we continue delivering personalised support, practical advice and ongoing care to the women and children we support.

Overall Purpose

The Treasurer is responsible for overseeing the Charity's financial affairs in line with best practice, the governing document, and all legal and regulatory requirements. They will regularly report to the Board of Trustees on the organisation's financial position and overall financial health.

The Treasurer will ensure that robust and appropriate financial controls, systems, and procedures are in place and operating effectively.

While the Treasurer holds specific responsibility for financial oversight, all Trustees remain jointly and severally responsible for the governance and administration of the Charity and share collective accountability and liability.

Purpose of the Role

The Treasurer is a key member of the Board of Trustees, responsible for providing strategic financial oversight and ensuring that Honour Thy Woman Group manages its resources responsibly, transparently, and in line with UK charity law. While all trustees share collective responsibility for financial governance, the Treasurer offers additional scrutiny, guidance, and assurance to support strong, ethical decision making.

Key Responsibilities

1. Start of Role Responsibilities

- Review the charity's governing document, annual accounts, and financial statements
- Understand current funding streams, restrictions, and financial commitments
- Review financial policies, including reserves, expenses, and procurement
- Meet with the Founder/CEO to understand financial systems and processes
- Review the financial risk register and identify priority areas

2. Monthly Responsibilities

- Monitor monthly income and expenditure
- Ensure restricted funds are tracked and reported correctly
- Review cashflow and highlight emerging risks
- Check invoices and payments for accuracy and compliance
- Ensure financial controls (e.g., dual authorisation) are followed
- Provide a brief monthly financial update to the Chair or Founder

3. Quarterly Responsibilities

- Present clear, accessible financial reports at trustee meetings
- Review budget vs actuals and advise on variances
- Check progress against funder requirements and grant conditions
- Review reserves position and advise on sustainability
- Support preparation of funder financial reports
- Review insurance cover (public liability, professional indemnity, etc.)

4. Annual Responsibilities

- Lead the preparation of the annual budget
- Review and update financial policies and procedures
- Ensure the annual return is submitted to the Charity Commission
- Present annual accounts at the AGM
- Oversee the independent examination or audit
- Support the creation of the annual report (financial section)
- Review financial controls and recommend improvements

5. Compliance & Governance

- Ensure compliance with Charity Commission guidance and UK charity law
- Ensure financial decisions align with the charity's purposes and values
- Declare and manage any conflicts of interest
- Support trustees to understand financial information and risks
- Ensure safeguarding and financial processes align (e.g., safe procurement)

6. Working With Facilitators & Freelancers

- Support the Founder/CEO with financial planning and forecasting
- Ensure freelance payments follow proper procedures
- Check that invoices are authorised and recorded correctly
- Support staff with budget management and financial literacy
- Ensure financial information is stored securely and confidentially

7. Risk Management

- Monitor financial sustainability and identify emerging risks
- Recommend actions to strengthen financial resilience
- Ensure the reserves policy is followed and reviewed annually
- Ensure fraud prevention measures and internal controls are in place

8. End of Year Review

- Review financial performance against the annual budget
- Reflect on strengths, challenges, and areas for improvement
- Recommend financial priorities for the coming year
- Support succession planning for financial roles

How the Treasurer Will Work With Others

With the Bookkeeper:

- Work closely to review monthly financial statements, monitor income and expenditure, and discuss and improve financial processes and systems.

With the Founder:

- Provide support with budgeting and financial planning, explore income and revenue opportunities, ensure compliance with financial regulations, review and update relevant policies, monitor adherence to the reserves policy, and identify and manage financial risks.

Commitment to Safeguarding

All trustees must uphold Honour Thy Woman Group's safeguarding policies, attend safeguarding training, and ensure that financial decisions support safe, ethical practice.

Support Provided

You will receive a comprehensive induction and ongoing support from the existing Board of Trustees to help you settle confidently and effectively into the role.

Who We're Looking For

We're seeking trustees with the following attributes:

Essential:

- Financial literacy and confidence with budgets
- Ability to interpret financial information and explain it clearly
- A qualified accountant (or equivalent, qualified by experience), ideally with experience in charity finance. Training will be provided where experience of charity finance is not already in place.
- Strong attention to detail and organisational skills
- Integrity, independence, and sound judgement
- Commitment to the charity's mission, values, and safeguarding standards

Desirable:

- Experience in charity finance, accounting, or bookkeeping
- Understanding of restricted/unrestricted funds
- Experience with grant reporting or funder compliance
- Knowledge of financial risk management

Personal Attributes

The ideal candidate will:

- Demonstrate a strong commitment to supporting survivors of Domestic Abuse.
- Be a strategic thinker with the ability to take a practical, hands-on approach when required.
- Be dependable and committed, with the time and flexibility to respond to emerging issues - particularly important within a small, responsive organisation.
- Be collaborative, adaptable, and open to new ideas and ways of working.
- Be comfortable offering constructive challenge and engaging in open debate, while contributing to a positive and cohesive Board culture.
- Show resilience and the ability to navigate complex political, social, and funding environments.

In addition to the specific responsibilities of the Treasurer, the postholder will share the collective duties, responsibilities, and values of all Trustees.

Overall Responsibilities - Trustees

- The Board of Trustees holds joint and several responsibility for the governance and strategic direction of the Charity, ensuring financial health, probity, and alignment with the Charity's aims, objectives, and governing document, in compliance with all legal and regulatory requirements.
- All Trustees should understand both their individual and collective responsibilities and avoid over-reliance on any single Trustee in any aspect of governance. For example, all Trustees should be able to read and comprehend the financial accounts sufficiently to ask informed questions and understand the answers provided.

General Responsibilities of All Trustees

- Understand and demonstrate commitment to the values, vision, and mission of Honour Thy Woman.
- Act in the best interests of the Charity and its beneficiaries, ensuring the focus remains on charitable objectives and public benefit.
- Ensure operational plans and budgets reflect the strategic direction set by the Board and are appropriate for delivery.
- Hold the Founder accountable for achieving agreed targets, providing regular, constructive feedback on management and performance.
- Support the Founder when requested, sharing expertise through working groups or other appropriate means.
- Approve policies that align with and support the Charity's strategic aims and operational plans.
- Ensure robust financial control systems and procedures are in place, and review risks annually.
- Maintain awareness of the legal duties, responsibilities, and liabilities of Trusteeship, attending relevant training to stay informed.
- Reflect on the performance of the Board as a whole and on individual performance annually.
- Attend Board meetings, review papers, and contribute actively while working collaboratively with fellow Trustees.
- Safeguard the Charity's reputation and other intangible assets, avoiding conflicts of interest and fostering public trust.
- Act as a spokesperson or ambassador for the Charity when required, promoting its work and networking with stakeholders.
- Assist with fundraising and business development initiatives alongside the Founder.
- Maintain strict confidentiality regarding all Trustee business, while observing overriding legal obligations.

Statutory Duties

Some responsibilities are legally mandated. Trustees must:

- Act with duty of trust;
- Comply with the Charity's governing document;
- Act in the best interests of current and future beneficiaries;
- Avoid conflicts of interest;
- Safeguard assets;
- Not benefit personally from their position;
- Exercise duty of care;
- Act personally and collectively;
- Maintain accurate accounts;
- Act within powers;
- Promote the success of the Charity;
- Exercise independent judgment;
- Exercise reasonable care, skill, and diligence;
- Not accept benefits from third parties;
- Declare interests in proposed transactions or agreements.

Trustees - Skills and Requirements

- Strong commitment to addressing and eradicating Domestic Abuse.
- Ability to build positive and effective relationships with fellow Trustees, staff, volunteers, and external stakeholders.
- Relevant skills, knowledge, and experience to fulfil Trustee responsibilities.
- Capacity to understand, implement, and adhere to organisational policies and standards.
- Willingness to dedicate time and energy to actively contribute to the work of Honour Thy Woman.

Lived experience of the issues faced by the individuals we support is welcomed and valued.

Time Commitment

(Estimated at approximately 8–10 hours per month, plus quarterly Board meetings)

- Attending Board meetings of which there are 4 annually. Currently meetings are of an evening during the week and are online.
- Attendance of ad-hoc Advisory Group meetings
- Optional event attendance
- Trustees should also allocate time to read and respond to emails related to their duties.

Our Commitment to Equity, Diversity, and Inclusion

We are dedicated to creating an environment where everyone feels valued, respected, and empowered. We recognise that diverse backgrounds, perspectives, and experiences strengthen our organisation, enhance our effectiveness, and enable us to better support the individuals and families who rely on us.

We actively seek to ensure that intersecting identities are acknowledged, valued, and represented across our Trustee Board and throughout the organisation. This includes, but is not limited to, people of colour, young people, LGBTQ+ individuals, and those with lived experience of socio-economic inequality.

As we recruit for our new Treasurer, we are particularly keen to attract candidates who share our commitment to fostering an inclusive culture and who are passionate about advancing equity, diversity, and inclusion in all aspects of our work.

We are also committed to providing reasonable adjustments to ensure a fair and accessible recruitment process. Applicants are encouraged to let us know of any support needed to enable full participation.

Together, we can build a more inclusive, equitable, and representative future.

Why Join Our Trustee Board?

As a small charity, Honour Thy Woman truly values the commitment, time, and expertise our Trustees bring. By joining our Trustee Board, you will benefit from:

- A warm, inclusive, and supportive introduction to the organisation.
- The fulfilment of making a genuine difference, helping ensure survivors across Gloucestershire and beyond access the support and services they need and deserve.
- The opportunity to play a key role in the next phase of development for a vital, survivor-centred organisation.
- The chance to develop your leadership capabilities while gaining valuable governance experience.
- The power of working collaboratively to achieve more than could be achieved individually.
- A meaningful opportunity to apply your skills and experience within the voluntary sector.
- Reimbursement of reasonable out-of-pocket expenses.

Terms Of Office

Trustees are appointed on a voluntary basis for a 3 year term which will be reviewed annually (giving both the charity and the Trustee the opportunity to give feedback on progress). Once a Trustee term is completed, there will be the opportunity to extend this.

How to Apply

The TrusteeWorks Team at Reach Volunteering are supporting Honour Thy Woman with their Treasurer recruitment.

Please send applications and enquiries to: trusteeworks@reachskills.org.uk

Applications should be made via TrusteeWorks in the first instance. To apply, please send a CV with a covering letter stating why you wish to join the organisation and how your skills and experience would add value to our Board.

Please add anything else that you think is relevant to your application. This might include personal, organisational or counselling experience; paid or unpaid work etc. If you would like to talk to one of the TrusteeWorks team or our Founder before you apply, please contact the TrusteeWorks team to arrange it.

Applications will be accepted until Friday 1st of May by 5pm. We will be interviewing as we go along and we reserve the right to make an appointment before the application deadline.

