



## **Enable local communities with Heathrow Community Trust**

### **Role: Treasurer**

#### **About the opportunity**

Heathrow Community Trust (HCT) is an independent grant-making trust striving to fund, empower and enable communities to make a positive impact on the lives of people living in the area surrounding Heathrow Airport.

HCT is seeking an enthusiastic trustee to help the charity increase its impact and be part of a dynamic board who are driven to understand the local communities' needs and provide accessible funding to address these needs. Our current Treasurer is standing down after over 3 years in the role, and we are seeking to recruit a new Treasurer who is interested in strengthening their Board-level experience and increasing their understanding of Charity Finance.

#### **Would you like to help Heathrow Community Trust decide what we should fund, and where our strategy should focus in the future?**

Set up in 1996, HCT awards grants to charities and community groups in the boroughs surrounding Heathrow Airport and also supports Heathrow employees in their volunteering and fundraising efforts. It is funded from five sources – an annual donation from Heathrow Airport Ltd, donations from other companies located on the airport site, staff fundraising, passenger donations and airline noise fines. Over £1m has been awarded in grants in the last two years alone.

Grant funding is available for community projects that develop young people's skills, aspirations, resilience and employability; projects that help protect community green spaces; community cohesion projects; and HAPi – Heathrow Active People in the community, a funding programme for Heathrow staff to support community activities that they also volunteer for.

As a trustee you will help to set the strategic direction and funding priorities of the Trust, ensure that we function within the Legal and Regulatory framework of the sector and strive to make a positive impact on the lives of those living and working in and near Heathrow.

Financial matters are the responsibility of all trustees. As Treasurer, you will oversee the financial affairs of the Trust and ensure they are legal, constitutional and within accepted accounting practice, with delegated authority from the Board. Supported by the CEO, you will ensure proper records are kept and effective financial procedures are in place.

[www.heathrowcommunitytrust.org.uk](http://www.heathrowcommunitytrust.org.uk)

Heathrow Community Trust a Charitable Incorporated Organisation, Registered Charity 1183004  
Registered office: Compass Centre, Nelson Road, Hounslow, TW6 2GW



- **What does the role entail?**

- Liaise with CEO and HCT Trustees to ensure the financial viability of the Trust.
- Make fellow Trustees aware of their financial obligations and take a lead in interpreting financial data.
- Report the financial position at quarterly Board meetings (balance sheet, cash flow, etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Oversee and present budgets, internal management accounts and annual financial statements to the board of trustees.
- Prepare monthly management account papers for Finance Committee; Chair meeting of Committee and ensure any actions are completed by the CEO.
- Ensure proper records are kept and that effective financial procedures and controls are in place, e.g. bank transactions, grant payments, etc.
- Board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.

### **What are we looking for?**

- We welcome applications from candidates from all communities that represent the diverse local community HCT serves.
- Individuals who live in, or have experience of, our target Boroughs (Ealing, Hounslow, Hillingdon, Slough, Spelthorne, Runnymede, Richmond, South Bucks Windsor & Maidenhead).
- Experience of chairing committees or sub-committees.
- Knowledge and experience of current financial practice.
- Interest in, or have experience of, the voluntary and community sector.
- Knowledge of financial practice relevant to voluntary organisations and charitable trusts is not necessary as training can be provided.

### **Time commitment**

The Treasurer is required to attend the Finance Committee once a month (online, usually 60 minutes) and Board meetings four times a year (3 hours in length). In addition, the role requires approx. 1-2 hours volunteering time per month to authorise payments, review management accounts, etc.

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**To apply:** Please send a full C.V. and covering letter (max one page) indicating why you are interested in this opportunity, what you would bring to the role and how you match what HCT are seeking above to Maria Belloci at [ceo@hcommunitytrust.org.uk](mailto:ceo@hcommunitytrust.org.uk). Previous applicants need not apply.

Closing date: Midnight 14 February 2025

Interview date: 7 March 2025

Interviews will be held in person.

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## **Trustee Role description**

### **Overall Purpose**

The Board of Trustees are responsible for the overall governance and strategic direction of the Trust, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

### **Time Commitment**

- Chair monthly Finance Committee (online 1 hour)
- 1-2 hours volunteering time per month to authorise payments, review management accounts, etc.
- Attend 4 Quarterly Board Meetings, typically 10.00-13.00, at Heathrow.
- Read background papers before board meetings (1-2 hours x 4).
- Occasional additional board meetings as required – such as strategy sessions or working groups.
- Occasional visits to funded projects and organisations (if required as part of the role), and meeting with the CEO or Chair (if required as part of the role).

### **Ideal Qualities**

Trustees should:

- Have a commitment to the Heathrow Community Trust and its aims.
- Have a willingness to devote the necessary time and effort.
- Possess good judgement and independence of mind.
- Show a willingness to work collectively as part of a group.
- Seek constructive debate and dialogue over confrontation.

Specific Skills Requirements:

- Specific knowledge of, or interest in, the Boroughs and communities neighbouring Heathrow.
- Knowledge of, or interest in, the voluntary and community sector
- Experience of chairing committees and bringing them to consensus an advantage

### **Main Trustee Responsibilities**

- Determine mission and strategy – setting the Trust’s direction and determining how it will get there.
- Accountability – being held to account for the actions of the Trust and holding those who carry out the work to account. Ensuring that the Trust and its representative function within the legal and regulatory framework of the sector and in line with the organisation’s governing document, continually striving for best practice in governance.
- Safeguard assets – acting as custodian of the assets, tangible (money, etc) and intangible (organisation’s reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisation’s survival. Upholding the fiduciary duty to maintain sound financial management of the Trust’s resources, undertaking such duties in a way continually

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striving for best practice in governance that adds to public confidence and trust in the charity.

- Promoting and developing the Trust in order for it to grow and maintain its relevance to society.
- Act as ‘boundary-spanner’ – linking the Trust to its stakeholders, such as funding recipients, HAL colleagues, the community, funders etc. Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- To be a pool of expertise and advice to the CEO in overseeing the implementation of the grants awarding and administration process.
- Ensure good functioning of the Board – ensuring Board renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the committee as necessary.

## **Main Trustee Duties**

### **Conduct (legal)**

Trustees must:

- Be active – you cannot be a dormant or ‘sleeping’ Trustee, you are still liable for the decisions the others make in your absence.
- Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in the constitution. Including following the constitution on how meetings are run and how the committees are recruited.
- Act in the interests of the beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them.
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
- Have a duty of care – act prudently and reasonably.
- Not benefit personally – unless allowed specifically in the constitution or by law.
- Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.

### **Conduct (practical)**

Trustees should:

- Strive to attend all meetings, sending apologies to the Chair for necessary absences. If trustees are absent they are asked to provide input for the meeting in advance.
- Prepare for the meeting by reading the agenda, papers and emails before the meeting.
- Talk to the Chair or CEO before the meeting if you need to clarify anything.
- Arrive on time. Stay to the end.
- Participate fully in the meeting;
  - Listen to what others have to say and keep an open mind.
  - Contribute positively to the discussions.

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- Try to be concise and avoid soliloquies/speeches.
- Help others concentrate on the meeting. Discourage side conversations.
- Have the best interests of the organisation/beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

### **Support for Trustee Development**

- Trustees receive a full induction, are supported by training, and offered a 'buddy' Trustee if required. In addition, the Trust will fund attendance at training such as 'Finance for non-Trustees', 'New Trustee workshop', etc if required.
- The Trust has a clear and transparent Conflict of Interests Policy, which enables us to have representatives of those we fund on both our Boards of Trustees and our Grant Review Panels. This is important so that we can ensure that our funding decisions are based on a real knowledge and understanding of our communities but are also fair and without bias. If you are involved in a charity or community organisation and would wish to apply for funding from the Trust, this is perfectly acceptable as a Trustee and any conflict of interest is managed by our policy.
- Additional opportunities to visit funded projects and organisations if interested. Trustees are appointed for a three-year term of office with the option to renew for a further 3 years. The appointment would start in early 2025.

The Trustee role is a voluntary position, although all travel costs will be covered.



## About Heathrow Community Trust



Heathrow Community Trust (HCT) <https://www.heathrowcommunitytrust.org/> is an independent grant making trust providing much needed funding to communities around Heathrow Airport since 1996. Our mission is to enable communities to thrive, by having a positive impact on the lives of people in the communities surrounding Heathrow Airport. Our board is diverse and includes community leaders, Heathrow employees and charity professionals. Each trustee brings personal and professional expertise to their role and all trustees are motivated to support communities surrounding the airport. HCT's funding comes from donations from Heathrow Airport Limited and other Team Heathrow companies, noise fines, passenger donations, and fundraising activities undertaken by supporters. Our vision to enable local projects which create healthy, happy communities.



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## What is HCT's impact?

We monitor the impact of our grants throughout their lifetime, and below are some of the impacts reported from projects that were completed in 2024:

- 13,498 Total beneficiaries
- 6,803 Children and young people reengaging with education or with raised aspirations
- 39,879 volunteering hours carried out (to deliver projects)
- 60,150m Land Maintained or Improved
- 550 trees planted

