

## Treasurer Application Pack

### Background

AbleChildAfrica is a UK registered charity that works to secure equal rights for disabled children and youth living in Africa and supports them to fulfil their full potential. This is achieved by working in partnership with locally registered and independent African organisations to provide direct services as well as by engaging in advocacy and influencing work in the UK and internationally. With over 30 years of experience, AbleChildAfrica is the leading NGO working exclusively with, and on behalf of, disabled children in Africa, some of the most marginalised children in the world. AbleChildAfrica is at an important stage of its organisational development and has undergone rapid growth in both size and complexity of our finances. While financial matters are the responsibility of all trustees, AbleChildAfrica's Treasurer is instrumental in guiding the Executive Director and other Trustees with advice, guidance and reassurance on all aspects of the charity's financial management and reporting and controls. We are seeking a driven and passionate individual to join the Board, initially as an Ordinary Trustee with an eye to taking over the Treasurer role upon completion of induction and handover.

**Location:** Central London –our offices are currently in Vauxhall. on the Southbank and board meetings are always held in central London, generally at evenings or weekends.

**Hours:** The Board meets quarterly. Trustees are expected to attend these meetings and assist with relevant matters between meetings, for example reviewing management accounts, strategic planning or fundraising activities. We are a small organisation and Trustees need to be available to assist senior staff as required. In addition, the Treasurer is expected to sit both the Resources and Chairs Sub-Committees of AbleChildAfrica's Board, which each meet quarterly.

**Duration:** We are looking for individuals who can commit to our board for a minimum of three years, absent unforeseen circumstances which prevent this.

**Salary:** This is an unpaid position. Reasonable travel expenses can be covered.

### Job Purpose – Ordinary Trustee

1. Ensure that the charity complies with charity law, with the requirements of the Charity Commission as our regulator and does not breach any requirements or rules set out in our governing documents.
2. To provide strategic oversight and input into the running of the charity.
3. To contribute towards securing a sustainable funding base for the organisation.

### Job Purpose – Treasurer

In addition to the role of Trustee: To monitor the financial administration of AbleChildAfrica and report to the Board of trustees on its financial position, in line with best practice, and in compliance with the governing document and legal requirements.

### Main Duties and Responsibilities

1. Oversee and present budgets, internal management accounts and annual financial statements to the Board of Trustees.
2. Lead in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled and economically spent, in line with good governance, legal and regulatory requirements.
3. Lead in the development and implementation of financial reserves, cost-management and investment policies, systems and procedures.

4. Monitor and advise on AbleChildAfrica's financial viability; advise on the resource implications of our strategy and operational plans.
5. Oversee the design of specific financial controls and adherence to systems; overseeing AbleChildAfrica's charity's financial risk-management process.
6. Lead the annual budgeting process and review of monthly management accounts on behalf of the board, constructively challenge assumptions made.
7. Act as a signatory on AbleChildAfrica bank accounts, annual statutory accounts and where relevant, applications to key funders.
8. Advise the Board on specific issues during the annual statutory account and audit process.
9. Mentor and liaise with the Executive Director.
10. Actively participate in and steer the Resources Sub-Committee of the Board (responsible for finance and unrestricted fundraising).
11. As Treasurer, sit on the Chairs Sub-Committee of the Board, being the group of Chairs of all committees and a central governance platform for cross cutting issues.

### Person Specification

The ideal candidate will have a genuine interest in disability and development and be motivated by supporting all aspects of our work. As Treasurer, you will have background knowledge and understanding of the voluntary sector and the specific charity finance we encounter, including but not limited to, accounting for restricted and unrestricted funding, full cost recovery from grants and managing foreign exchange. Disabled candidates are particularly encouraged to apply and those meeting the essential criteria are guaranteed an interview.

| Essential   | Desirable  |
|---|--|
| <ul style="list-style-type: none"> <li>✓ Commitment to AbleChildAfrica's mission and values and to a rights based approach to development</li> <li>✓ A recognized professional qualification (e.g. CIMA, ACA, ACCA or CIPFA) with demonstrable post qualification experience and a thorough practical understanding of management accounting principles and techniques</li> <li>✓ 5 years post-qualified experience</li> <li>✓ Experience of working within a charity Finance function,</li> <li>✓ Excellent written and spoken communication skills</li> <li>✓ A working understanding of the voluntary sector</li> <li>✓ Proactive, creative and enthusiastic</li> <li>✓ Ability to work in a team and to attend meetings out-of-hours (evenings and weekends)</li> </ul> | <ul style="list-style-type: none"> <li>✓ Lived experience of disability</li> <li>✓ Experience, interest in or commitment to international development, Africa, children and/or disability</li> <li>✓ Previous (or current) experience as a charity trustee</li> <li>✓ Senior management experience in the public, private or voluntary sector</li> </ul> |

### How to Apply

Your application should include a tailored CV of no more than 2 sides of A4 and a supporting statement of no more than 1 side of A4. Your statement should detail your relevant experience, ensuring this is in line with above job description and person specification and provide specific evidence demonstrating how you meet the person specification. Your statement should also highlight your interest in AbleChildAfrica and your motivation for joining our board.

Applications should be sent to [jobs@ablechildafrica.org.uk](mailto:jobs@ablechildafrica.org.uk) by Friday 10<sup>th</sup> November. If shortlisted, you will be invited to interview with the Executive Director and current Treasurer. AbleChildAfrica is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. We particularly encourage applications from disabled people and people with direct experience of living or working with disabled children; all disabled applicants who meet the minimum criteria will be offered an interview.



**Additional information about the organisation is available at [www.ablechildafrica.org](http://www.ablechildafrica.org)**