



Role Description and Person Specification:

Board of Trustees - Treasurer

Overview

Role title:	Engineers Without Borders UK Trustee - Treasurer
Date issued:	December 2017
Reports to:	Chair of the Board
Responsible for:	Overseeing the charity's financial administration, risk-management and performance
Location:	Remote, but ability to attend quarterly board meetings, and finance subcommittee meetings in central London, UK is essential
Type of post:	Three-year term from date of appointment, trustees are eligible to serve a maximum of two consecutive terms. Voluntary, not remunerated. Approx one day per month. Expenses can be reimbursed.
Application deadline:	8 February 2018
Start date:	As soon as possible, preferably in time for the March Board Meeting

Introduction

At Engineers Without Borders UK we believe that people, everywhere deserve a world where they can achieve their potential and lead happy, healthy lives. Unfortunately, many of us still lack access to basic services and all of us are at risk from the challenges associated with resource constraints, the effects of climate change, increasing urbanisation and a global population that is rapidly expanding. Engineering has a pivotal role to play in the solution to every single one of these challenges and underpins the responses needed for us all to pursue a sustainable future.

Our vision is a world where people, everywhere have equal access to the benefits of engineering and work towards this by leading a movement that inspires, enables and influences global responsibility through engineering. We work with the education sector to drive the creation of a new generation who have the knowledge and opportunity to be globally responsible citizens today and the globally responsible engineers of tomorrow. We work with partner organisations by providing technical support and appropriately qualified people for development projects around the world and we are a key influencer of the wider engineering profession to promote, encourage and reward a culture of collective action towards addressing global issues.

The role of our Trustees is vital to ensure effective governance of the organisation and also to provide advice and assistance to our growing staff team. As Treasurer of Engineers Without Borders UK, you will be responsible for ensuring that the financial administration of the charity is compliant with charity law and our governing document. You will also support the development of our financial strategies to help us deliver against our strategic objectives.

Role Description

Clearly passionate about addressing global issues, you will play a key role in the effective governance of Engineers Without Borders UK. As Treasurer, you will be expected to provide insight and overview on all aspects of our financial management and reporting to support the management staff and the Board of Trustees to make financially sound decisions. With aspirations to grow in line with our new strategic direction, we are looking for a Treasurer who ideally has some experience in supporting growing organisations in order to develop supportive financial policies and processes.

You will also be an appointed member of the Board of Trustees, assuming [all the usual duties of a charity trustee](#).

You will work directly with the Chief Executive and the Chair of the Board of Trustees as well as overseeing relationships with our external bookkeeping provider and external auditors.

You will be encouraged to support the ongoing development of financial processes and policy, supporting the ambitions of this growing and forward-thinking organisation.

Key Responsibilities

You will be expected to uphold the principles of good governance in your role as trustee and expected to externally promote Engineers Without Borders UK positively and passionately. As Treasurer, your additional responsibilities are to:

1. Monitor the financial administration of the charity, in compliance with our governing document.
2. Chair the finance committee and report back to the Board of Trustees.
3. Ensure that proper accounting records are kept and that financial resources are properly invested and economically spent.
4. Monitor and advise on the charity's financial risk-management process and financial viability of the charity.
5. Oversee the presentation of budgets, internal management accounts and annual financial statements to the board of trustees.
6. Provide Board-level liaison with our external auditors and external bookkeeping provider.
7. Advise on the financial implications of the charity's strategic plans.
8. Oversee the ongoing development of internal financial processes and policy.
9. Act as a counter signatory on accounts and applications to funders where necessary.

Person Specification

Essential Criteria	
<i>Experience and Aptitude</i>	
A deep commitment to the work of Engineers Without Borders UK, sustainable development and the concept of global citizenship	<i>For example, previous involvement with development or other related organisations.</i>
An interest in the governance role of a Trustee	
An ability to commit approximately 50 hours per year	<i>Attendance required at quarterly Board meetings, committee meetings, and internal and external events as appropriate</i>
Professional experience of financial management at an appropriate level	<i>Including preparing accounts for audit. Desirable: Previous experience with Charitable accounting, including presentation of accounts under SORP.</i>
<i>Skills and Knowledge</i>	
Knowledge of, or ability to learn, regulatory requirements of charitable finance.	
Desirable Criteria	
Professional accountancy qualifications (ACA, ACCA, ACMA or equivalent)	
Senior professional experience in finance	

Commitment

Engineers Without Borders UK Trustees serve a three-year term and can serve two consecutive terms. The Board meets once every quarter in London over the financial year (June, September, December, March). This is usually on a weekday from 4:30pm - 6:30pm at the Engineers Without Borders UK office in Vauxhall. Trustees are also expected to attend the Annual General Meeting and a 'Board Away Day' during the year. In addition, the Treasurer chairs the Finance Committee which meets at least once prior to upcoming Board Meetings. In total, the Treasurer role is expected to require a commitment of one day per month.