

TREASURER – Lasting Action For Inclusion in Burkina Faso (LAFI Burkina)

<u>Location</u>	London
<u>Remuneration</u>	The role of Treasurer is not accompanied by any financial remuneration, although reasonable expenses for travel may be claimed.
<u>Time commitment</u>	4 Board meetings per year
<u>Reporting to</u>	Board of Trustees

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that LAFI Burkina fulfils its duty to its beneficiaries and delivers on our vision, mission and objectives.

People with disabilities are amongst the most marginalised in Burkina Faso. LAFI Burkina is a newly-registered UK charity that works with partner organisations to strengthen, promote and protect the rights of people with disabilities in Burkina Faso to live in a fully inclusive society.

Our objectives are:

- To promote disabled people's rights in Burkina Faso
- To promote social inclusion in the Burkinabè community
- To relieve poverty amongst people with disabilities in Burkina Faso

Our vision is an inclusive society in Burkina Faso where disabled people have equal rights and opportunities, with access to support to gain employment and alleviation from poverty.

Our mission is to strengthen the capacities of our partners in Burkina Faso to promote and protect the rights of people with disabilities to live in a fully inclusive society.

Our Board of Trustees runs the charity alongside volunteers. All of us have experience of being in Burkina Faso, and the majority of us have worked directly with our partner organisations in Burkina Faso.

ROLE DESCRIPTION

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

PRINCIPAL RESPONSIBILITIES

- Overseeing and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees
- Being assured that the financial resources of the organisation meet its present and future needs and are within the charity's objects
- Being instrumental in the development and implementation of appropriate financial policies

MAIN DUTIES

- Liaising with the Board of Trustees about financial matters
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charities annual accounts are compliant with the current Charities SORP
- Liaise with donors and HMRC with regards to Gift Aid reporting
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

THE STATUTORY DUTIES OF A TRUSTEE ARE

- To ensure the organisation complies with its governing document.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.

In addition with other trustees, to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction, and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Treasurer will be expected to perform all such additional duties as are reasonably commensurate with the role.

PERSON SPECIFICATION

This role would suit an individual who has some accounting experience and is looking to gain experience in the charity sector and in international development.

Individuals are sought who have a strong empathy with our mission. Experience, skills, and expertise in managing charity accounts and financial reporting, as well as an interest in disability rights and development, combined with an in-depth understanding of our work and ambitions are particularly sought.

EXPERIENCE

- Experience of accounting, preferably within the charity sector
- Knowledge of charity SORP, or willing to undergo relevant training

KNOWLEDGE, SKILLS AND UNDERSTANDING

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- Good communication and leadership skills
- An ability to work effectively as a member of a team
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

TO APPLY

Please send your CV and a covering letter explaining why you would like to become a Treasurer for LAFI Burkina to info@lafiburkina.org by 8th July 2016.