

Treasurer

Job Pack



Name: _____
Subject: _____
Grade: _____
School: _____

Story Time

In one morning, he woke up at very late. He had to brush his teeth, he did not clean his teeth, he did not comb his hair. He visited his grandfather and then he returned home with his cousins. He jumped over sticks and he jumped around a tree. Then he went home. When he got home, he was tired and he went to bed at twenty-one thirty hours.

Answer the questions.

Did he wake up late?
Did he clean his teeth?
Did he comb his hair?
Did he visit his grandfather?
Did he go to bed at twenty-three hours?

Yes, he did.
No, he did not.
No.
Yes.
No, I did not.

Did you play football yesterday?
Yes, I did.
No, I did not.

Did you clean your teeth?
Did you wash your ears?
Did you wash your hair?
Did you comb your hair?
Can you make more questions for your friends?

62



We are looking for a new Treasurer for the Able Child Board!

Able Child works alongside partner organisations in Africa to achieve equal rights for children and young people with disabilities. Come and join us on our journey!

We are a small, inclusive and diverse team in the UK, looking for a skilled, passionate and self-motivated individual to join our Board of Trustees as Treasurer. If you think this role could be for you, then have a read of this pack and get in touch with us. We would love to hear from you.

**Working for children with
disabilities in Africa.**



About us

We are a small, dynamic charity, entrepreneurial in style and collaborative in process. We are **values led**, passionate about our partner approach and driven by the beneficiaries of our work.

We are one of only a few international organisations specifically working with children with disabilities in Africa.

We are passionate about what we do and work hard for the change we see is needed.

We aim high both in our values and in the quality of our work. We strive to be the best at what we do, and use our strengths as a small organisation to innovate and showcase ideas for change.

We want to be better. We are honest about what we get wrong and provide space to make things right.

So come and join us!



Our values



We are led by 3 core values that define how we work and how we're run.

Collaborative

We believe we can achieve more by working together.

Courageous

We are bold and agile, with the courage to innovate.

Accountable

We are accountable to children we work with.



About the role

While financial matters are the responsibility of all trustees, the Treasurer is instrumental in guiding the CEO and the Board with advice, guidance and reassurance on all aspects of the charity's financial management and reporting and controls.

We are looking for an enthusiastic and self-motivated individual with relevant expertise and experience to join our Board of Trustees, initially as an Ordinary Trustee, but with the aim of taking over the Treasurer role upon completion of induction and handover

You will form part of our Board of Trustees, accountable in the UK with the following responsibilities:

- 1.** Ensure the charity complies with charity law and does not breach any requirements or rules set out in our governing documents.
- 2.** Provide strategic oversight and input into the running of the organisation.
- 3.** Contribute towards securing a sustainable funding base for the charity.
- 4.** Oversee and present budgets, internal management accounts and annual financial statements to the Board, advising on specific issues during the annual audit process.
- 5.** Lead in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled and spent, and adequate reserves are maintained.
- 6.** Oversee the design of financial controls and adherence to systems; leading the financial risk-management process.
- 7.** Act as a signatory on Able Child's bank accounts.
- 8.** Actively participate in and steer the Resources Sub-Committee of the Board.



About You

You will live the values of Able Child, keeping the best interests of our staff and beneficiaries at the heart of decision making. You will have the capability to support our Strategic Plan, working closely with the CEO to ensure the organisation remains well governed and at the forefront of our sector.

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.

Experience

1. A recognised professional qualification (e.g. CIMA, ACA, ACCA or CIPFA) with demonstrable post qualification experience (greater than 5 years) and a thorough practical understanding of management accounting principles and techniques.
2. Experience of working within a charity finance function (desirable).
3. Previous (or current) experience as a trustee (not essential).

Skills and Technical Competencies

4. Proven ability to make and act on strategic and critical decisions.
5. Some knowledge of charity governance, administration and regulations.
6. An ability to foster positive working relationships with a diverse range of people.

Qualities

7. An understanding of, and commitment to, Able Child's vision, mission, values and approach.
8. Lived experience of disability or from the African community/diaspora (desirable, but not essential).
9. High level of personal integrity and commitment, with highly developed interpersonal and communication skills, resilience and gravitas.

Application Details

We really like the people on our Board. Without their time and expertise, we wouldn't be able to do what we do. We have worked really hard to create a flexible and rewarding environment that gets the best out of each of our Trustees and enables them to deliver the support we need. If you think you could make a great contribution to our work, then get in touch. Details below.

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

Start: July 2024.

Location: Offices are based in Nine Elms, London. Meetings will be held in person or remotely via video call.

Commitment: The Board meets quarterly, Board meetings have historically taken place on a Saturday morning, but we are currently trialling scheduling Board meetings on a weekday. The Treasurer is expected to attend these meetings and assist with relevant matters between meetings. The Treasurer also sits on our Resources Sub-Committee, which meets prior to each main Board meeting.

Terms: Trustees are able to serve two 3-year terms. We are looking for individuals who can commit to our board for a minimum of three years, except in the case of unforeseen circumstances which could prevent this.

Application Details

If you think you are interested in this position, then send your CV and a Cover Letter (one side of A4) that covers your competences and relevant expertise for the role. You should also highlight your interest in Able Child, your motivation for becoming a Trustee and what contribution you feel you can make to the Board.

Please send this to jobs@ablechild.org.uk by **midnight 30 June 2024**



Able Child 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 actively encourage applicants from all backgrounds. **We particularly encourage applications from people with disabilities** and people with direct experience of living or working with children with disabilities and all applicants with a disability who meet the minimum criteria will be offered an interview.

Please send your CV and a one-page cover letter to jobs@ablechild.org.uk by **midnight 30 June 2024** to apply.



+44 (0) 20 7733 6006
info@ablechild.org.uk
ablechild.org

34 Ponton Road, Nine Elms, London, SW11 7BA

Able Child is a registered charity No. 326859 and a company limited by guarantee. Registered in England and Wales No. 1861434 registered at the above address.