



Role Description and Person Specification

Treasurer

Location: London

Remuneration: This is an unremunerated role, but reasonable travel costs will be reimbursed. Our meetings usually take place in London.

Role description

Role Purpose:

Work as a member of the Board to contribute experience, expertise and insight and to add value to strategic development and governance of Refugee Employment Network and ensure we are a robust and sustainable organisation.

All our Trustees:

- Are committed to Refugee Employment Network and act in its interests at all times, safeguarding our reputation and values and ensuring that we pursue and deliver our charitable objects and purpose.
- Have an understanding of the legal and regulatory duties of Trustees and ensure that Refugee Employment Network complies with its Articles of Association, charity law, company law and any other relevant legislation and regulation.
- Oversee the formulation and delivery of its corporate strategy and set an appropriate pace of change.
- Bring positive, independent judgement and the ability to think creatively and to constructively challenge to secure the continued growth and sustainability of our organisation.
- Work effectively as a member of the Board team and recognise, respect and welcome diverse, different and, at times, conflicting views of colleagues.
- Maintain the respect of stakeholders and the public by behaving with integrity.

- Be an ambassador for Refugee Employment Network to enhance our reputation, support with funding from our contacts and donors as well as promote the work of Refugee Employment Network externally and act in the best interest of the charity.
- Will maintain confidentiality about any sensitive and confidential information received as a Trustee and take appropriate action when required.

Expectations of the treasurer:

Alongside the duties expected of trustees, the treasurer will be expected to:

- Meet with the staff and Chair on a regular basis to:
 - Check on internal records and controls.
 - Have input into financial planning and income generation strategy.
 - Ensure the use of funds complies with conditions set by funding bodies.
- Advise on financial implications of strategic and operational plans.
- Ensure adequate and meaningful financial information is presented to the Board for them to make informed decisions.
- Make recommendations regarding the financial management of the organisations and the investment of funds.
- Liaise with the auditors.
- Advise on the organisation's reserves and investment policy and any other policies as may be adopted which have financial implications for the organisation.

Commitment:

We expect the time commitment to be circa 1 day a month. At times this may vary given the time of year.

Person specification – skills and experience

Essential:

- Passion for and commitment to Refugee Employment Network's mission and strategic objectives.
- Experience of successfully dealing with strategic issues, interpreting complex information and business planning.
- Ability to collaborate, support and build relationships with a range of internal and external stakeholders.
- Demonstrable commitment to diversity and inclusion.
- A recognised accounting qualification with relevant experience in a strategic finance role.