



## **TREASURER**

**(unpaid – out of pocket expenses reimbursed)**

CHAFFINCH is a small but growing charity working to support some of the most vulnerable children and young people of the Kibera slum, Kenya. We work with a pre-existing local project “Future Stars Development and Rescue Centre” to provide primary education, a feeding programme, plus accommodation for children and young people deemed ‘at risk’.

We currently support a total of 80 children and young people from the ages of 3-18 years.

**We are looking to recruit a treasurer to join our board of trustees.**

We need someone to take responsibility for the accounting needs of the charity, with a 2017/18 turnover of approx. £8K.

**Chaffinch was built on passion and dedication to our purpose. Whilst skills in maintaining accounts and working within a legal framework are necessary, applicants with a commitment to our aims and to their own personal development within the role are actively welcomed.**

You would be expected to attend approximately 6 board meetings each year, in the York area and commit time each week to maintain accounts.

Please complete an application pack if you are interested in this role.

**Chaffinch is a registered charity 1173464 (England and Wales)**

## Trustee/Treasurer – Chaffinch

Remuneration	The role of Treasurer is not accompanied by any financial remuneration, although reasonable travel costs and other legitimate expenses may be claimed.
Location	York, United Kingdom
Time commitment:	Approximately 6 Board meetings per year plus additional home working sufficient to maintain accounts.
Reporting to	Board of Trustees

## Job Description

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 Chaffinch fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Chaffinch is a registered charity (1173464, England & Wales) working with a pre-existing community project “Future Stars Development and Rescue Centre” in Kibera, Kenya, with the aim of enabling the centre to fulfil its own objectives. There is an essential understanding that the role of Chaffinch is to support the local staff who are acknowledged as capable of delivering what is needed when enabled to do so.

“Future Stars Development and Rescue Centre” provides a completely free primary education to children, living in the Kibera slum, who would otherwise be unable to access education. The centre is currently providing this education to 70 children including many children from single-parent families where HIV/AIDS has had a devastating impact. By providing this free education, the children increase their future prospects in terms of employment and personal development.

In addition to the free school, “Future Stars Development and Rescue Centre” provides a safe home for children and young people who currently have nowhere else to live. This includes recently orphaned children, street children identified as ready to return to a structured lifestyle, abandoned children, and those at risk of abuse or exploitation. The centre is not a children’s home and efforts are made to find relatives within Kenya who are willing and able to care for each child. There are currently 20 residents aged between 6 and 18 years.

A feeding programme also operates at the centre, allowing for the provision of adequate nutrition to children registered in the centre’s school who would otherwise be at risk of starvation or malnutrition.

Chaffinch currently funds the feeding programme, school supplies, school fees for older residential children to attend High School, and necessary medical expenses plus incidentals. Chaffinch has also undertaken some larger projects such as the construction of a toilet block (a Crowdfunded project) and several new classrooms. An annual Christmas celebration/party has also been an important focus for Chaffinch since its foundation.

The vision of Chaffinch is to support “Future Stars Development and Rescue Centre” to become a self-sustaining project, run exclusively by Kenyan staff who have the skills necessary to provide for the children and young people of Kibera.

### **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.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.

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.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- 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 specific role of the treasurer:**

The Treasurer is responsible for maintaining an overview of the organisation's financial affairs. This involves ensuring proper financial records are kept, the Board is kept up to date with the organisation’s current financial state and that proper procedures are maintained.

- Maintaining accounts and financial statements and ensuring these are appropriately reported to, and approved by, the Board of Trustees.
- Identifying any financial risks facing the organisation and recommending appropriate action.
- Ensuring that the organisation has a robust Fundraising Strategy and monitoring its implementation and reporting on it the Board.
- Advising on whether the financial resources of the organisation meet its present and future needs, and on any remedial action required, ensuring that the organisation has an appropriate Reserves Policy.
- Ensuring that appropriate accounting procedures and controls are in place and that the organisation operates within a sound financial framework.
- Ensuring that the organisation has appropriate financial policies in place.
- 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.
- Taking responsibility to act as a counter signatory on the organisation’s cheques where required.
- Processing an annual Gift Aid request with HMRC.

This role involves significant cooperation with those performing the work of Chaffinch within the UK, in particular the Secretary and Founder who are regularly responsible for transfer of funds to the project in Kenya and the acquisition of receipts for the expenditure of said funds.

### **Length of appointment**

The Treasurer is eligible to hold office until the Annual General Meeting following appointment and may be re-elected to office for further periods of 1 year, with no restriction on terms served.

## Trustee/Treasurer - Chaffinch

### Person specification

Individuals are sought who have a strong empathy with our mission to support the most vulnerable children of Kibera in their endeavours to improve their prospects, and to enable the local and native staff of Future Stars to utilise their skills to this purpose.

**Chaffinch was built on passion and dedication to our purpose. Whilst particular skill sets are desirable, applicants with a commitment to our aims and to their own personal development within the role are actively welcomed.**

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

#### Desirable experience:

- Successful experience of operating within the leadership of a charitable, public sector or commercial organisation
- Experience of managing accounts for an organisation of similar or greater size (£8K 2017/18).
- Experience of networking, building and sustaining relationships to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences

#### 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
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the role of a Trustee and the office of Treasurer.
- A sound knowledge of the legal and tax requirements of a registered charity as related to financial affairs.

**APPLICATION TO JOIN THE CHAFFINCH BOARD OF TRUSTEES AS TREASURER**

Name:

Address:

Phone:

Email Address:

Do you consider yourself disabled in any way/have any particular requirements regarding access, etc?

1. Why do you want to join Chaffinch as an organisation?

2. What experience and expertise would you bring to the Board of Trustees at Chaffinch and the role of Treasurer in particular? (Please refer to the person specification.)

3. Which area of Chaffinch particularly interests you?

4. Do you know of any reason which would prevent you from becoming a charity trustee, e.g. undischarged bankruptcy, unspent conviction for deception or dishonesty or previous removal as a charity trustee on these grounds?

5. Do you understand that the role will require a satisfactory DBS check and consent to the submission of an application should the role be offered to you?

**If you have a CV, you are welcome to attach it to your application.**

I declare this information to be true.

Signed:

Date:

Please return to Chaffinch, 3 Spurr Court, York, YO24 3ND.

Alternatively, please send your application by email to: [admin@chaffinch.org.uk](mailto:admin@chaffinch.org.uk)

Thank you for taking the time to complete this application form.