



Candidate pack for Honorary Treasurer and Trustee

Thank you for your interest in becoming Honorary Treasurer for The Separated Child Foundation. The Honorary Treasurer will also be a Trustee on the Foundation's Board. The charity is in a period of growth, and it is an exciting time to be joining us.

About us

Established in 2007, The Separated Child Foundation offers emotional, social, financial and physical support to separated children and young people in Britain who are asylum seekers or refugees. The children we support arrive with nothing, having fled their homeland because of war, terror or persecution. We currently have four part-time staff members: our Chief Executive Officer, an Executive Assistant, a Programme Manager and a Packing Coordinator, supported by six Trustees, 50 volunteers, and a freelance youth worker to deliver our work. We work in partnership with over 90 agencies in 100+ locations across the UK to offer a range of support to separated children.

Future direction

As a result of a sector-wide research project in 2020 to identify the unmet needs of separated children, we have recruited a Programme Manager to develop new projects to develop our work in supporting separated children further.

Board of Trustees

We currently have six Trustees and an Honorary Secretary. Trustees currently meet every 1-2 months. The board meetings are currently run remotely using Zoom.

We are keen to broaden our skills and recruit new people to strengthen the existing Board and drive The Separated Child Foundation forward. We are seeking to appoint new Trustees to join our board and be formally appointed as soon as practical after the recruitment process is complete. The two new Trustees are:

- Trustee and Honorary Treasurer (to replace current postholder) – please see detailed role description below
- Trustee with a background in HR (new post)

General duties of a Trustee Board Member (in addition to Treasurer responsibilities)

Trustees play an essential role in the governance of The Separated Child Foundation and its future development. The Trustees, while retaining overall responsibility for the conduct of our operation and strategy, delegate operational functions to the executive staff. The following areas are key Trustee responsibilities:

- Act as an ambassador by promoting our work, messaging and values
- Ensure we comply with our Memorandum and Articles of Association
- Ensure that we comply with all fiduciary legal and regulatory requirements
- Contribute to the highest possible standard of charity management
- Ensure the organisation applies its resources exclusively in pursuance of its objectives
- Set direction, agree strategy, and approve strategic and operational plans. Ensure focus to achieve strategy
- Ensure the financial sustainability of the organisation

[The full list of Trustee duties can be found here.](#)

Honorary Treasurer Role Description

Role Description

This role is unremunerated.

We are looking for an Honorary Treasurer to maintain and monitor the financial administration of the charity and report to the Board of Trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.

The Honorary Treasurer will also be a Trustee of The Separated Child Foundation.

These are the main responsibilities of the Honorary Treasurer:

- Overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees
- Maintaining proper accounting records (currently handwritten)
- Ensuring financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- Leading in the development and implementation of financial reserves, financial controls and investment policies
- Monitoring and advising on the financial viability of the charity
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems
- Advising on the financial implications of the charity's strategic plan
- Acting as a counter signatory on charity cheques and important applications to funders
- Managing and maintaining the restricted income schedule to ensure restricted income is allocated to the correct projects
- Board-level liaison with the external independent examiners (audit) on specific issues if any and the related board representations as well as the independent examination of the annual financial accounts itself
- Filing annual financial accounts with Charity Commission and Registrar of Companies
- Liaising with Azets (external payroll provider) regarding payroll preparation for new employees.
- Notify employees re monthly payslip, prepare monthly CAF bank transfers re net wages and monthly PAYE due to HMRC
- Arranging payments to suppliers mostly of services, via CAF bank system or occasionally, prepare cheques to some suppliers
- Bank incoming cheques into CAF Bank as and when occasionally received
- Ensure our banking services are fit for purpose
- Monitor the four CAF bank accounts to ensure all balances in surplus and well-managed
- Support and liaise with the CEO from time to time, particularly with regards to information required for trust fundraising and new employees
- Arrange insurance policies annual renewals
- Attend Trustee meetings

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

Qualities of an Honorary Treasurer

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge
- Knowledge and experience of current finance and fundraising practice relevant to charitable organisations
- Ability to carry out bookkeeping and financial management
- Knowledge of charity SORP
- Competent use of IT skills and the ability to create and maintain electronic accounting records
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders
- Analytical and evaluation skills, demonstrating good judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship

- Good communication and leadership skills
- Dedicated to The Separated Child Foundation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies

Desirable

- Prior experience of committee/Trustee work
- Knowledge and experience of the type of work undertaken by The Separated Child Foundation
- A wider involvement with the voluntary sector

To apply

Please send your CV and a candidate statement outlining your suitability and motivation for this role to Hannah Williams at hannah.williams@separatedchild.org