



Information pack for the role of Honorary Treasurer and Trustee

Thank you for your interest in becoming the Honorary Treasurer and Trustee of The Separated Child Foundation. This is an exciting opportunity to help improve the lives and life chances of refugee children arriving in the UK alone.

Diversity and inclusion

The Board of Trustees at The Separated Child Foundation values its own diversity, as it reflects the nature of our society. We welcome applications from people of all backgrounds, including those with lived experience and experience of being minoritised.

We oppose all forms of discrimination including those against Trustees, volunteers, employees, contractors and beneficiaries.

About us

Established in 2007, The Separated Child Foundation offers practical, emotional and social 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 homelands because of war, terror or persecution.

We currently have three part-time staff members: our Chief Executive, a Programme Manager and a Coordinator for our packing project. The staff team is supported by a Board of Trustees, 50 volunteers, freelance Youth Workers and a freelance fundraiser. We work in partnership with over 100 agencies in dozens of locations across the UK to offer a range of support to separated children.

Board of Trustees

We currently have 12 Trustees (including the role we are looking to fill). Trustees currently meet every two months with Committee meetings in between. The Board meetings are generally run remotely with at least one annual meeting face to face.

General duties of a Trustee

Trustees play an essential role in the governance of The Separated Child Foundation and its future development.

The following areas are key Trustee duties:

- To ensure your charity is carrying out its purposes for the public benefit
- To comply with your charity's governing document and the law
- To act in your charity's best interests
- To manage your charity's resources responsibly
- To act with reasonable care and skill
- To ensure your charity is accountable

For more information see:

<https://www.gov.uk/guidance/charity-trustee-whats-involved#about-charity-trustees>

The role of a Trustee

Please see [Section 3](#) of the Charity Commission's guidance to check you are eligible to be a Trustee.

Responsibilities

Trustees are expected to:

- Attend and participate in Board and Committee meetings
- Contribute to, and understand, the strategic direction of The Separated Child Foundation, its values, strategy, risk management and financial position
- Review progress on the implementation of the agreed strategies, plans and budgets
- Take part in strategy development exercises and attend training sessions if, when or as appropriate
- Participate in relevant events and engage in networking opportunities to enhance visibility

All Trustees should have the following qualities:

- Good, independent judgement and a willingness to speak their mind and respectfully challenge
- Capacity and willingness to devote the necessary time and effort
- Understanding of the legal duties, responsibilities, and liabilities of Trusteeship
- Ability to work effectively as a member of a team and respect the views of others
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Dedication to The Separated Child Foundation's cause and objectives
- Ability to act as the charity's ambassador to external bodies, charities and companies

Terms of office

- Trustees are appointed for a three-year term of office, with possible renewal for two further terms to a maximum of nine years
- This is a voluntary position, but reasonable expenses will be reimbursed

The role of Honorary Treasurer

In addition to the general responsibilities of a Trustee, the Honorary Treasurer maintains an overview of The Separated Child Foundation's financial affairs, monitors the financial administration of the charity and provides financial management advice and information to the Board of Trustees and to the Chief Executive.

Main responsibilities

- Making sure the charity keeps proper accounts
- Reviewing the charity's financial performance
- Drawing up or reviewing policies for finance and investment
- Ensuring that the charity has robust and effective financial controls in place
- Liaising with external bookkeeping providers and with the charity's Independent Examiner
- Reporting on financial matters where relevant
- Acting as a counter signatory on bank payments
- Liaising with external payroll provider regarding payroll preparation for new employees
- Ensure our banking services are fit for purpose

Financial overview

- Act as the main interface between the Board of Trustees and the Chief Executive on financial matters
- Advise the Board as necessary on its financial duties and responsibilities
- Maintain an overview of the organisation's financial status and viability and provide overall financial management advice to the Board and to the Chief Executive
- Advise and monitor financial risks to which the organisation is exposed
- Oversight of and input into financial controls
- Involvement in the preparation of the Trustees' Annual Report and Accounts (TARA) and Annual Review

Strategic input and budget monitoring

- Work with the Chief Executive to draft 1-3 year budgets to deliver the strategic plan
- Advise on the financial implications of the strategic plan
- Support the Chief Executive's review of monthly management accounts as needed

Additionally, the Honorary Treasurer is a key member of the Management Committee, which – amongst other duties – reviews and makes recommendations to the Board on staff pay in line with the charity's policy.

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
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders
- Analytical and evaluation skills, demonstrating good judgement
- Ability to analyse proposals and examine their financial consequences
- Ability to communicate financial information to non-finance trustees
- Understanding of risk
- Good communication and leadership skills

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 written statement (no more than one page) outlining your suitability and motivation for this role to contact@separatedchild.org

If you need any support in making your application, please send your request to contact@separatedchild.org