



Job Description

Role Title:	Treasurer of the Board of Trustees
Remuneration:	The role of Treasurer is voluntary. There's no financial remuneration but some expenses can be claimed.
Time commitment:	2 to 3 days per month
Reporting to:	Board of Trustees
Accountable to:	LAWRS members, alongside the full Board of Trustees

The Latin American Women's Rights Service (LAWRS) is currently looking to appoint a new Treasurer to join its Board of Trustees. We are a human rights, feminist organisation run by and for Latin American migrant women living in the UK. We support 5,000 women every year who are exposed to violations of their fundamental human rights, facing violence against women and girls, exploitation in low-paid sectors, trafficking, or enduring severe poverty and deprivation.

We deliver our mission "to pursue equal rights and social justice for Latin American women and migrant women in the UK", through programmes aimed at: (a) fostering economic security and integration; (b) tackling violence against women and girls; (c) promoting visibility and fundamental rights of Latin American women, ensuring that our voice and demands are heard.

As the new treasurer, you will also be part of our Board of Trustees, currently represented by five Latin American women with a variety of skills sharing a feminist perspective. The Board is responsible for overall governance and risk management, determining LAWRS's strategic direction, maintaining a long-term overview of the organization and its work, making strategic decisions about objectives and policies, ensuring LAWRS' financial health and compliance with legal obligations, including as employers of staff. The Board currently meets every 4 weeks.

Role Description

Objective

The Treasurer shall maintain an overview of LAWRS' affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. The Treasurer works in close cooperation with, and provides support and advice to LAWRS' Director and Chair.

Responsibilities

The responsibilities of the Treasurer cover two areas: those as Trustee and those specifically designated to the Treasurer.

Responsibilities as a Trustee are to:

- Ensure that LAWRS complies with its governing documents, charity and company law, and other relevant legislation or regulations.
- Ensure that LAWRS pursues its objects as defined in its governing document, by agreeing a long-term

strategy.

- Ensure that LAWRS applies its resources exclusively in pursuance of its objects for the benefit of the public.
- Give firm strategic direction to LAWRS defining goals and evaluating performance against agreed targets.
- Safeguard the good name and values of LAWRS.
- Ensure the effective and efficient administration of LAWRS including having appropriate policies and procedures in place.
- Ensure the financial stability of LAWRS.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the director.
- Where appropriate, serve on sub-committees of the board e.g. Fundraising, personnel.
- Use any specific skills, knowledge or experience to help the Board of Trustees reach sound decisions, e.g. scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or any other issue that requires special expertise.

Responsibilities as Treasurer are to:

- Approve and present budgets, accounts, and financial statements.
- Confirm that the financial resources of LAWRS meet its present and future needs.
- Ensure that LAWRS has appropriate reserves and investment policies.
- Present financial reports to the Board.
- Ensure that appropriate accounting procedures and controls are in place.
- Liaise with the Director and Senior Management team about financial matters.
- Keep the board informed about its financial duties and responsibilities.
- Advise the Board and Senior Management team on the financial implications of LAWRS' strategic plans.
- Understand the accounting procedures and key internal controls to be able to assure the Board that LAWRS' financial integrity is sound.
- Make sure that the accounts are properly audited, that accepted recommendations of the auditors are implemented and provide financial expertise to the Board of Trustees where appropriate.
- Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission and Companies House.
- Formally present the accounts at the Annual General Meeting, drawing attention to important points in a coherent and easily understandable way, either in a written report or orally.
- Contribute to LAWRS' Fundraising strategy, where appropriate.
- Contribute to LAWRS' Risk Management, where appropriate.
- Monitor the LAWRS' investment activity and ensure its investment policy is consistent with the LAWRS' objectives, aims, policies, and legal responsibilities.

Person specification

We are a feminist and inclusive organisation looking for a Latin-American woman based in the UK, who shares the same principles and values. There are two sets of qualities: those as trustee and those specifically designated to the Treasurer.

Qualities of a Trustee:

- A commitment to LAWRS, our mission, vision and values.
- A willingness to dedicate the necessary time and effort.
- Strategic vision.
- Good, independent judgment.
- An ability to think creatively.
- A willingness to speak your mind.
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- A willingness to apply Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Qualities of the Treasurer:

- Financial qualifications or equivalent experience.
- Experience with charity finance.
- The ability to analyse proposals and examine their financial consequences.
- Being prepared to make unpopular recommendations to the Board when required.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

How to apply:

If you are interested, please send us your CV and a statement - with no more than a page - responding to the questions below. **Deadline for application is November 25th (Wednesday).**

1. What motivates you to become a trustee of the charity?
2. What other experience or skills do you feel you can offer?
3. Are there any areas of the charity's work you have a particular interest in and/or would like to become more involved in?

Please send both CV and statement in a PDF or word formats to **recruitment@lawrs.org.uk**