



May 2021

Equally Ours is looking for a new Treasurer

[Equally Ours](#) is the UK charity that brings together people and organisations working across equality, human rights and social justice to make a reality of these in everyone's lives. We join up research, policy and communications to shift public opinion and policy in positive and powerful ways.

We believe that a good and strong society is a just and inclusive one. One where we are free from harm and can all contribute and flourish, whoever we are and whatever we do or don't have. A society that is equally ours.

We are looking for a treasurer with relevant financial skills and experience to join our trustee board. We're a small charity, with a team of ten, so the treasurer will need to work closely with the Chief Executive and our finance team to provide oversight of the quarterly management accounts and annual report and accounts.

We're also an ambitious charity, so we're looking for someone who is strategic and can use their financial knowledge to help us grow and increase our impact in the longer term.

Our turnover is £400-600k, made up of grants from a variety of different funders, members' fees and earned income. The finance system is controlled through Xero and the finance function provided by ExcluServ.

Currently chaired by Sarah Veale (whose term ends this year), the board is professional and friendly. Quarterly meetings and the AGM are held during business hours. Our offices and remote-working set up are accessible and we are happy to make any further reasonable adjustments. The term of office is 3 years, renewable.

As with all trustees, this is a voluntary role. We can pay reasonable travel expenses.

To apply:

Please send a statement of 2 pages of A4 setting out why you would like to be the chair and how you meet the requirements of the role and person specification, and your CV (including two referees) to Kamille Leon, Office and Resources Manager, kamille.leon@equallyours.org.uk by **noon on 11 June**.

If you have any access requirements, please let Kamille know.

If you would like an informal conversation before applying, please contact Ali Harris, Chief Executive, ali.harris@equallyours.org.uk.

Interviews will take place on **22 June**.

Role:

1. Work with the board and chief executive to ensure the financial viability and sustainable development of the organisation.
2. Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
3. Support the Chief Executive on strategic financial planning, financial risk assessment and management.
4. Oversee the preparation of budgets.
5. Oversee the preparation of the quarterly management accounts for the quarterly trustee meetings and present the reports at these meetings.
6. Work with the Chief Executive to support the preparation of the annual accounts. Appoint and liaise with the Independent Examiners to ensure the accounts are compliant and completed in a timely manner. Present the final accounts at the AGM.
7. Oversee the financial administration of Equally Ours, ensuring proper records are kept and that effective financial procedures are in place.
8. Monitor and report on the financial health of the organisation.
9. Provide practical guidance on issues such as HMRC, NI and pensions.
10. Make fellow board members aware of their financial obligations and take a lead in interpreting financial data to them. Advise the chief executive and fellow trustees on relevant developments.
11. Appraise the financial viability of plans, proposals and feasibility studies.

Person specification:

Essential

1. Knowledge and experience of current fundraising and finance practice relevant to voluntary and community organisations.
2. Excellent knowledge of bookkeeping and financial management.
3. Understanding of the kind and level of financial information needed at board level to support decision making.
4. Good financial analysis skills.
5. Ability to communicate clearly.
6. Ability to think strategically, and support sustainable growth.
7. A good understanding of risk management with a balanced approach.
8. Commitment to equality, human rights and social justice.
9. Ability to commit the time required to fulfil the responsibilities described.

Desirable

1. Previous board experience.