



Face Equality International – Treasurer

Job Description

Background

This is an exciting time for this young, international charity, as the global movement for face equality continues to gather recognition and momentum. The charity is currently registered in Guernsey and in the process of moving over to the UK. The existing Treasurer will hand over duties when we are based in the UK.

We are looking for someone who can play a key role in the financial and strategic development of FEI.

This is a small charity, with a big mission. So this is a fantastic opportunity for someone to get involved and to bring about transformational change.

About FEI:

Face Equality International is the first and only alliance of Non-Governmental Organisations (NGOs), charities and support groups which are working at national, regional or international levels to promote the campaign for 'face equality'. Whilst FEI is only charity worldwide which is devoted solely to securing and advocating for the rights of people with disfigurements.

The charity was founded in 2018 by the late Dr James Partridge, OBE.

FEI aims to improve the life prospects of any person anywhere in the world who has a facial difference or disfigurement by raising the profile of disfigurement and putting the issues experienced by people with disfigurements on the agenda of the UN Convention on the Rights of People with Disabilities (CRPD), international bodies, companies and social media outlets.

General Duties as Trustee:

- Ensure that the charity has a clear vision, mission and strategic direction, and pursues its objectives as defined in its governing documents.
- Ensure the charity applies its resources exclusively in pursuance of its objectives.
- Ensure the charity complies with its governing documents.
- Contribute actively to the Board's role in giving strategic direction to the charity, setting overall policy, defining goals and setting targets, and evaluating performance against targets as appropriate/required.
- Ensure the effective and efficient administration of the charity.
- Ensure the financial stability of the charity.
- Act as guardian of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Appoint the Executive Director and monitor her performance.

- Safeguard the good name of the charity, and its organisational behaviour; ensuring that the charity complies with all legal/regulatory requirements.
- Maintain the sensitive or confidential information of the charity.
- Ensure that the charity's governance is of the highest possible standard.
- Apply unique experience and skills to the needs of the charity, as needed.

Specifically:

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Board meetings (balance sheet, cash flow, fundraising performance etc).
- Produce an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.
- Undertake or supervise bookkeeping duties.
- Regularly carry out reconciliations.
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Support the CEO in making the necessary arrangements to collect payments from debtors and bank payments promptly.

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

Qualities:

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

This is a voluntary role.

Time commitment: The Board meets via video-conferencing every 6 weeks for 1.5 hours. In addition the Treasurer will be required to commit to between 8-10 hours a month which can be carried out flexibly.

Duration of Term: Minimum of three years.

Location: Remote (UK based). When the charity formally moves to the UK it will be operating out of London and the South West of the UK.

We welcome applications from people who have lived experience of disfigurement and those from diverse backgrounds.

Experience:

Individuals are sought who have a strong empathy understanding of our mission. Experience, skills, and expertise in financial management and an ability to present information clearly and succinctly is paramount. Candidates must be able to demonstrate:

- Sound experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A commitment to promoting diversity, equity and inclusion

How to apply:

Please email your CV and a cover letter to info@faceequalityinternational.org

Closing date:

1st August 2021