



# Face Equality International – Treasurer

## Role Description

### Background:

We are looking for someone who can play a key role in the financial and strategic development of Face Equality International (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 with and for the facial difference community.

Discrimination and indignities are a daily occurrence for the facial difference community. This is a hidden community that has continued to be marginalised, abused and neglected, throughout history. To this day we do not believe the injustice experienced by this unique community has been adequately recognised or addressed by global society.

### 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'.

The charity was founded in 2018 by the late Dr James Partridge, OBE in Guernsey, before registering as a UK charity in April 2022.

Our vision is for the global facial difference community to live freely, without indignity or discrimination. In order to achieve our vision, our mission is to position face equality as a social justice movement.

### 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.
- 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.
- Act as a signatory on payments.

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 - 8 weeks for 1.5 hours. In addition the Treasurer will be required to commit to between 2-4 hours a month which can be carried out flexibly.

**Duration of Term:** Minimum of three years.

**Location:** Remote (UK based).

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](mailto:info@faceequalityinternational.org)

**Closing date:**

12<sup>th</sup> January 2023