



Treasurer Trustee Role Description

Role:	Treasurer Trustee
Salary:	The role of Trustee is a voluntary role by law and is unpaid.
Contract Type:	Usual term last three years, with the possibility of reappointment.
Hours:	Five Trustee meetings a year with 1-2days work a month, worked flexibly.
Location:	Bristol (non-Bristol based applicants also welcome to apply, as long as they can commit to travelling to Bristol for Trustee meetings and other meetings required to fulfil the role).

To apply please send a CV and a cover letter (2pages maximum) by email to:
vacancies.borderlands@gmail.com

Deadline: Sunday 19th May, 12.00 midnight.

We highly encourage applicants who come from a refugee background, as well as younger applicants.

About Borderlands

Borderlands is a charity that works with asylum seekers and refugees. Through various projects, we support the disadvantaged and excluded to improve their lives and the community in which they live. Inclusivity and belonging are some of our defining values. Borderlands has a staff team of five, around 100 volunteers and supports around 500 members (beneficiaries) annually. The annual income of the charity is around £200,000.

Borderlands is not a religious charity and we work with people of all faiths and none, however, the charity grew out of the parish outreach work of the Catholic parish of St Nicholas of Tolentino Church. It is therefore necessary that the new Treasurer can work with and accept the Christian ethos of the Trustees.

See: <https://www.borderlands.uk.com/>

Role summary

Borderlands wishes to appoint a volunteer Trustee Treasurer to oversee the financial affairs of the charity. This is a key position, playing a major part in supporting Borderlands.

You will:

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Support the Director to report the financial position at Trustee meetings (balance sheet, cash flow, fundraising performance, etc.) and oversee the production of financial reports/returns, accounts and audits.
- Work closely with the charity's accountant and Borderlands staff to ensure proper records are kept and that effective financial procedures are in place.
- Work with staff to oversee the production and approval of Borderlands' annual budget at the last meeting of the financial year.
- Contribute to Borderlands' strategy and direction at regular board meetings and finance subcommittee meetings.

You will lead on financial matters for the Board, supporting non-finance trustees to understand the financial information and understand financial issues well enough to make informed decisions.

Ideal candidates will have:

- Strong experience in finance and accountancy.
- Relevant accountancy qualifications e.g. ACA or ACCA.
- A good understanding of charity finance and accounting and the wider compliance issues affecting charities.
- Capability to lead and challenge where necessary on financial issues.
- A commitment to the organisation and its objectives.
- Time to offer to the charity.
- Strategic vision and an ability to think creatively.
- An ability to work effectively as a member of a team.
- A willingness to accept the legal duties and responsibilities of trusteeship.
- Willingness to attend training where needed in order to fulfil the role effectively, particularly in regards to charity law.

We will offer you:

- The chance to be part of a charity at an exciting time in its development.
- The chance to have a big impact. This role is essential to ensuring that Borderlands remains healthy and sustainable and able to navigate changing times and economic climates.
- The opportunity to make a difference to refugees and asylum seeker communities in Bristol.
- Experience of being on a board of Trustees, with training and development opportunities.