

**Treasurer Trustee**

**Role Overview**

Classrooms for Malawi is looking for a Treasurer with professional accountancy experience to join our Board to oversee the financial management of the charity and ensure compliance with statutory obligations. The candidate will also assist in presenting financial information to aid collective Board decisions. We are looking for someone with the skills, experience, energy and time to commit to our important work. Our Board is responsible for the governance of Classrooms for Malawi. The Board is currently made up of seven members.

**Role Summary**

The Treasurer will work closely to our Chair and our Country Facilitator based in Malawi as well as fellow trustees, advising on all financial matters including regulatory compliance. The Treasurer will be expected to attend Board meetings and our AGM. Board meetings last for 90 minutes and are either monthly or every two months depending on the operational requirements.

**Other Responsibilities**

* Arrange the compilation and agreement of the classrooms for Malawi annual report, including the annual review of accounts by the independent examiner.
* Actively participate as a key member of the Board of Trustees.
* Support the development of the annual budget and future trajectories in line with the aspirations of the charity and its strategic plan and fundraising strategy.
* To advise on all financial matters, including regulatory compliance.
* To oversee the development and observation of financial policies.
* To keep the Board of Trustees regularly informed of key financial events, trends, concerns and assessment of fiscal health in addition to completing financial reporting in a timely fashion, making these reports available to the Board within reason.
* To have oversight of financial transactions including monitoring developed systems for keeping cash flow manageable and efficient.
* Advise fellow Trustees on a regular basis of the financial status of the charity and where necessary recommend action.
* Act as an ambassador for Classrooms for Malawi, representing the charity at meetings and facilitating networking and funding opportunities as these arise wherever appropriate and possible.

**Person Specification**

The ideal candidate will be committed and have sound financial knowledge.  All Trustees are encouraged to assist Classrooms for Malawi to secure a sustainable and diverse funding base for the organisation.

**Essential**

* Competent and experienced in handling finances (formal accountancy qualification preferred).
* Familiarity and understanding of the OSCR (Scottish Charity Regulator); in particular their Accounts and Finance Guidance.

**Desirable**

* Knowledge and experience of our charity.
* An understanding of the voluntary sector and previous experience as a Trustee or Treasurer.

**Details of Role**

* In addition to the specific responsibilities stated, you will assume all the usual duties of a trustee as stated in our Trustee Handbook.
* Trustees are volunteers. The role is not accompanied by any payment, however reasonable expenses may be claimed e.g. local travel.
* Time: 3-year fixed term. Review after 1 year. Estimated 2 days per month, including attending monthly/bi-monthly board meetings.
* Location: We are based in Glasgow however remote applications are welcome.
* Diversity: Classrooms for Malawi would like to increase the diversity of its board of trustees, and particularly welcomes applications from women, people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds and from those representing our beneficiaries in Malawi.

Normally Trustees are asked to commit to a 3-year term on the Board and serve for a maximum of 2 terms.  All appointments are subject to completion of a successful 3-month probationary period.

Following a successful interview, you will be asked to undergo a Disclosure Scotland check, provide references and complete a 3-month induction period before being officially appointed. All Trustees are required to adhere to the Charity’s policies and procedures.

**More information about being a charity Trustee**

For more details about the legal obligations of Trustees visit OSCR’s website at <https://www.oscr.org.uk> and read its publication, “Trustee Information and Guidance Pack”.

Please note: the law places certain restrictions on becoming a charity Trustee (for example, you cannot be under the age of 18, or been convicted of an offence involving deception or dishonestly).  If you are in any doubt about your eligibility, visit the OSCR’s website.

For more information about our work please visit: <https://classroomsformalawi.co.uk>

**How to apply**

Application is by CV and supporting statement (of no more than one side of A4) outlining the reasons for your interest in the role. Please send your application by email to info@classroomsformalawi.org

  Application deadline: 17th August 2022