



ROLE PROFILE

Role	Trustee - Treasurer
Purpose of the role	To contribute to the strategic direction of the organisation by ensuring financial oversight and managing risks related to the governance of organisation
Time commitment	The Board meets on a monthly/interim basis. As a minimum Trustees are expected to attend quarterly Board meetings in January, April, July, and October. Currently, these take place remotely between 5:30 and 7pm but, as COVID-19 precautions ease, face-to-face meetings may recommence with those unable to attend in person attending remotely. Trustees may be asked for advice and expertise outside of formal meetings.
Remuneration	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed. Any barriers to attendance, participation and communication can be addressed by the organisation.
Term	The charity's trustees will serve a three-year term and are eligible for re-appointment for additional term(s).
Location	One Canada Square, London E14 5AA – or via remote access/online

Overview	<p>Our committed and enthusiastic board is chaired by the organisation's President and currently comprises of medical professionals, fundraising and PR experts plus an accountant. In your role as a trustee you will provide financial and accounting expertise to the board, guiding it on financial and related governance matters and will also mentor and support the charity's finance and admin manager.</p> <p>The treasurer will be a qualified accountant, ideally with experience of charity accounting matters.</p> <p>The Board meets monthly via virtual meetings at present and it is expected that trustees will do their best to attend these meetings, particularly the quarterly reporting meeting. We are keen that we all play a real part in the governance and strategy of the charity so active participation is required. However, we recognise that the trustee role is a voluntary one and that other obligations they have will always be borne in mind when asking for help.</p> <p>Where appropriate, individual trustees work with employees of the charity, supporting and mentoring them and working on matters which involve their areas of expertise.</p>
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Role of Trustee Treasurer

The legal duties and responsibilities of Trusteeship

These include:

- Ensuring the charity is carrying out its purpose for the public benefit
- Complying with the charity's governing document and the law
- Acting in the charity's best interests
- Managing the charity's resources responsibly
- Acting with reasonable care and skill
- Ensuring the charity is accountable

More information on the responsibilities of a charity Trustee can be found at:

<https://knowhow.ncvo.org.uk/governance/board-responsibilities/legal-duties-of-trustees#>

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

The additional responsibilities as Trustee Treasurer include:

- Monitor the financial standing of the charity as a going concern and report to the Board and senior management team regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Act as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- Liaise with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.
Provide guidance to both the board and the finance function on financial procedures, governance and strategy

In relation to Finance

Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP (statement of recommended practice) guidelines.

Management Reporting

- Ensure a high standard of management accounting in order to monitor and evaluate the financial health of the organisation
- Liaise with Head of Finance to review management accounts regularly.

Internal controls and procedures

- Guide and review on financial procedures in order to safeguard assets.
- Review policies that document internal controls

Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

Reserves Policy

- Develop reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

In relation to Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies.

Charity trustees have specific legal responsibilities. These include:

- Being responsible for directing the affairs of the charity
- Ensuring it is solvent and well-run
- Ensuring it delivers the charitable outcomes for the benefit of the public for which it has been set up
- Ensuring the charity complies with charity law, its own governing document and other relevant legislations
- Ensuring that the charity's funds and assets are used only to further the objects (or purpose) of the charity
- To avoid undertaking activities that might place the charity's funds, assets, endowments or reputation at risk
- To use reasonable skill and care in their work as trustees
- To consider getting external professional advice when appropriate e.g. if there is a material risk to the charity
- To act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.

Person Specification

- Commitment to the vision and aims of the charity
- Willingness and ability to devote the necessary time
- Strategic vision
- Able to exercise a degree of independence and act according to the law and their professional judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as part of multi-professional team

Doctors of the World UK is a company limited by guarantee. As a trustee, you would also be a director of the company. The two roles are synonymous.

There are a few people who cannot be trustees, for example people who are bankrupt or have unspent convictions for dishonesty. There are also some age restrictions. Do check your [eligibility to be a charity trustee](#).

Date Created

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RELEVANT EXPERIENCE AND QUALIFICATIONS

The successful candidate will demonstrate the following...

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills
- Experienced at communicating at board level

Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

Overview of Doctors of the World UK

Doctors of the World UK is part of the global Médecins du Monde network, which delivers over 300 projects in more than 70 countries through 3,000 volunteers.

Our vision is of a world in which vulnerable people affected by war, natural disasters, disease, hunger, poverty or exclusion get the healthcare they need.

Through our health programmes and advocacy, we work to ensure excluded people overcome barriers to realising their right to healthcare.

We work with and for:

- » people in crisis, providing life-saving humanitarian healthcare in times of war and after natural disasters
- » vulnerable migrants, including by advocating for the right to healthcare across Europe
- » people at risk of harm, especially from HIV and AIDS or hepatitis C, such as drug users and sex workers
- » women and girls' right to sexual and reproductive health

Doctors of the World's UK programme provides direct services and leads policy and advocacy work to help excluded people across the UK, such as vulnerable migrants, sex workers and people with no fixed address access essential healthcare.

Services

Our services are run by volunteer doctors, nurses and support workers who provide basic short-term healthcare and help to get people registered with their local GP. Our clinic in Stratford offers primary care, and health and social advice from volunteer doctors, nurses and support workers for excluded people including asylum seekers, undocumented migrants, homeless people and sex workers.

We offer screening, vital for public health, and we signpost to other services, including housing advice, destitution support and specialist counselling. We run a specialist service to meet the particular needs of women and children.

We also run pop up clinics and have recently started operating a mobile clinic in London. Besides our work with undocumented migrants, we have broadened our focus on people experiencing homelessness through an outreach clinic in the City of London.

Advocacy

We believe that every person has the right to healthcare, and we work to influence UK public policy and local implementation to reduce health inequalities and ensure access to healthcare for all.

In 2018, we ran a campaign to bring about an end to the data sharing agreement signed between NHS digital and the Home Office which resulted in the agreement being suspended and is currently under review. We will continue to highlight how this can breach fundamental principles of confidentiality, meaning those at greatest risk may be deterred from seeking health advice.

As well as providing healthcare, we support excluded people to exercise their rights to NHS services, both primary care and secondary care where clinically appropriate. In 2019, we supported around 2,000 people to access the NHS and 91 per cent of our service users had their cases resolved.

We have worked with GPs through our Safe Surgeries initiative to increase awareness of the barriers to accessing care as well as eligibility to access NHS resources for different groups.

Serving through the Covid-19 pandemic

Throughout the coronavirus pandemic, we continued offering services through remote GP consultations and continued our vital homeless outreach work in the streets and also in hotels in which some people experiencing street homelessness were temporarily accommodated.

We continued our advocacy work and produced a comprehensive rapid needs assessment detailing the particular challenges and extra vulnerability to COVID19 of people experiencing street homelessness, migrants, sex workers and travelling communities.

We have continued to support people to access NHS healthcare services, and helped to ensure that vulnerable people are not excluded from key public health messaging through translating COVID-19 government guidance, explaining rules including social distancing and self-isolation. These documents have been widely circulated by NHS and voluntary sector organisations, raising the profile of DOTW UK.

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