

# Trustee Recruitment Pack



**ETHIOPIAID**

TRANSFORMING LIVES IN ETHIOPIA  
Registered Charity 802353

# Welcome from the Chair of Trustees

We are delighted you are interested in working with us and applying to be a Trustee on our Board.

I am one of eight trustees at the charity. We are looking for an exceptional person to join our friendly and experienced Board as we prepare our next five-year global strategy.

We are hugely proud of what has been achieved since Ethiopiaid's founding in 1989 and look forward to the successful candidate bringing their expertise and increasing our impact even further.

We encourage applications from people with lived experience of Ethiopia and/or the issues facing the communities we support.

*Alexandra Chapman, Chair*

## About Ethiopiaid

Ethiopiaid is a small international fundraising charity based in Bath, UK. It is one of four Ethiopiaid's that shares a global strategy, vision, and mission. The other Ethiopiaid's are in Ireland, Canada, and Australia. Each is a registered non-profit and operates with separate trustee boards.

We are a fundraising organisation connecting like-minded donors with the work that we support. Funds are raised through direct and online appeals, applications to grant makers, from major donors and through legacies. In 2024 over £2.4 million was raised. Everything we do is only made possible by our dedicated and committed donors.

Working in partnership with local Ethiopian organisations we enable sustainable change that is driven at the grassroots level. Our key focus is to fund exceptional partners who deliver in the areas of maternal health, harmful traditional practices, education, opportunities for women and girls, people living with disabilities and support for the vulnerable. We also support our partners with emergency relief and recovery.

Visit our website for more information on our approach and the partners we work with

<https://ethiopiaid.org.uk/about-us/#our-approach>

## Our Staff Team

Ethiopiaid has a small but highly experienced staff team of nine people in the UK office. We know that having the right team in place is key and ensure they are supported to do their jobs well.

Every member of staff contributes to the development of our strategic plans, from fundraising to the global strategy, and share ownership of delivery on our goals.

The current CEO is stepping down after 10 years in the post and recruitment for our next CEO is underway. We hope to be able to announce an appointment in April.

The Chief Executive reports to the Board.

# Role Profile – Finance Lead

The board of trustees are both jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. Whilst the day-to-day management of the charity rests with the Chief Executive Officer, as a trustee, you are legally responsible for the charity's money and property.

As our Finance Lead Trustee, you will provide scrutiny and oversight of the work of Ethiopiaid, with a particular focus on financial issues. You will use your financial knowledge and experience to review the charity's management accounts, assisting the CEO and Senior Finance Manager in achieving the charity's financial targets, as well as providing Board oversight of the annual audited accounts process.

As a trustee you will be expected to:

- Uphold and adhere to the highest standard of charity governance as set out by the Charity Commission.
- Contribute to the strategic direction of the charity.
- Monitor the financial health of the charity
- Contribute to the strategic direction of the charity and monitor the performance of the executive against the organisation's strategic and operational plans.
- Contribute to the identification and monitoring of risk.
- Participate in meaningful discussions at Board with your expertise, skills, knowledge and experience.
- Scrutinise Board papers and ask appropriate questions, challenge and support.
- Be an inspirational and charismatic ambassador and an advocate for Ethiopiaid
- Seek and increase knowledge, understanding and being willing to learn and improve.
- Build constructive, positive relationships with other Trustees and staff with a willingness to listen and understand.
- Be responsive to the context in which we operate, keeping abreast with current affairs in Ethiopia, actively engaging with and learning about developments in fundraising, grant making and the wider charity sector.

As our Finance Lead Trustee, you will:

- Review our accounts
- Ensure relevant financial policies are in place as required by the charity commission
- Have an excellent ability to interpret financial information and the confidence to raise questions and challenge
- Have oversight of the charity's expenditure and return on investment
- Have the ability to think creatively and strategically, exercising good and impartial judgement
- Liaise with senior staff to ensure financial reports are user friendly for non-finance trustees
- Provide support for the Chair of trustees and the whole board
- Be willing to be available to support the charity's CEO and Senior Finance Manager as needed
- Have a good understanding of, or be willing to learn, the rules and regulation around charity finance

Specific knowledge and experience sought:

- CCAB/CIMA qualified professional

- An interest in international development and the issues we are supporting our partners to tackle in Ethiopia

## The Commitment Needed

Attend 4 quarterly board meetings a year. Two are held virtually, with two held at a central London location. Meetings are usually held between 4pm and 6pm and dates are agreed at the beginning of the year.

You may also be asked to attend additional special trustee meetings to discuss urgent matters, for example emergency funding requests, legal issues or safeguarding concerns. Occasionally you may be called upon to support the CEO or Senior Finance Manager with a particular issue between trustee meetings.

This role is voluntary and reasonable travel costs are reimbursed. The term of appointment is initially three years. This may be extended by mutual agreement.

## EDI Statement

We welcome applications from all sections of our community, irrespective of age, disability, sex, gender identity, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

Applications from individuals who have lived experience of Ethiopia and/or the issues our local partners are addressing are encouraged.

## To Apply

If you would like to apply, please send your CV, along with a brief covering letter to: [alexandra@ethiopiaid.org.uk](mailto:alexandra@ethiopiaid.org.uk) explaining your interest in Ethiopiaid and how you believe you could contribute to our charity.

Deadline for applications: 1 April 2025

For further information about us visit [www.ethiopiaid.org.uk](http://www.ethiopiaid.org.uk)