



Application Pack for Hibiscus Treasurer

Contents of the Application Pack

This application pack covers the role of Treasurer on the Board of Trustees at Hibiscus. The pack contains the following information:

1. Application Pack: This document contains the content of the application pack to help guide you in your application to join the board as treasurer.
2. About Hibiscus Briefing: A document highlighting our work with Black and minoritised migrant women, our approach and vision.
3. Ways of Working at Hibiscus: A document highlighting minimum requirements forming our ways of working as a member of Hibiscus' board and governance responsibilities.
4. Hibiscus Board Treasurer Job Description: A document highlighting the role and responsibilities of the treasurer on Hibiscus' Board of Trustees.
5. Application to the Board: A document containing the application process, four questions to be answered on no more than 2 A4 pages and a board of trustees' skills audit.

Submission Requirements

The deadline for submission is Wednesday 30 September 2026.

Please email your completed application and CV to info@hibiscus.org.uk.

Please state Application for Treasurer in the subject heading of your email.

About Hibiscus

Briefing for Candidates to the Board of Trustees

About Hibiscus

Hibiscus is an intersectional feminist organisation supporting the rights of Black and minoritised migrant women interacting with the immigration and criminal justice systems. Hibiscus centres the lived experiences of women and continuously supports them to rebuild their lives through rights-based and justice-inspired responses.

The women supported by Hibiscus have been subjected to violence against women and girls (VAWG) including trafficking, modern slavery, sexual violence, rape, violence against women in war, conflict and post-conflict and institutional violence among other forms of violence. Hibiscus continues to develop specialist services from an intersectional feminist and trauma-informed perspective addressing everyday experiences of violence to which women are subjected and institutional harms.

Hibiscus believes in building a fair and just society where inequalities including racism are eliminated from all aspects of life including the criminal justice and immigration systems. Hibiscus works to influence change to systems and structures through our policy, advocacy and public affairs work.

Message from the Chair | Therese Prince

"Rights. Justice. Action. For All Women and Girls." This was the theme for this year's International Women's Day. I joined Hibiscus as Chair of the Board in May 2024 with the desire and determination to do my part in effecting the change necessary to realise the rights, justice and action that so many women are denied.

Hibiscus supports Black and minoritised migrant women, often overlooked and underserved, through high-impact advocacy and services focused predominantly on women in contact with the criminal justice and immigration systems. I am proud of the high-quality work that the Hibiscus team continues to deliver, steered by Chief Executive Baljit Banga. This important work is underpinned by a strong Board, committed to good governance and a joint commitment towards building a sustainable and financially secure organisation.

Over the past two years, Hibiscus has undertaken a change program that has included improving internal governance and re-prioritising our services and ways of working to centre the lived experience of the women who use our services. The progress is commendable, yet we live in a world increasingly hostile towards migrants and where resources are stretched. Hibiscus has not been immune from the economic challenges that persist in the sector. Yet, I remain confident that we will continue to rise to the challenges, overcoming each hurdle and strategically building for the future.

I hope you will consider joining us as we move forward in this fight to end all forms of violence and harm to women.

Therese Prince

Hibiscus' Services

Community and Women's Centre

Our community team provides specialist, trauma-informed support to Black and minoritised migrant women affected by the criminal justice system, immigration restrictions and who have been subjected to VAWG including trafficking, modern slavery, sexual violence and rape. We continue to see a high level of need from women accessing casework support, with continued delays to immigration decisions, tribunals, and criminal justice proceedings. Recent policies and the continuation of the hostile environment, has resulted in many vulnerable women being left unprotected and their right to asylum under threat. Lack of suitable housing, financial destitution made worse by the rising cost of living, difficulties accessing legal support and mental health treatment are all key areas of concern.

Courts Advocacy Service

Launched in November 2023, the Courts project provides specialist advice and advocacy to Black and minoritised migrant women appearing as defendants at Westminster Magistrates Court. The service provides women with information and support to understand and navigate the Court process, and to conduct an initial needs assessment to identify and refer women to appropriate support, which may include Hibiscus' community services.

Wraparound

Our WrapAround Service provides holistic support to migrant women in contact with the criminal justice system across all London boroughs. Women may be referred by probation, on release from prison, or can self-refer, and receive up to 12 months intensive support. Women with criminal convictions face barriers when seeking employment however, the service offers women a fair chance to access courses and training and gain employment. Over the year, many service users took part in employment programmes and supported women who had been trafficked to the country.

Detention

The Hibiscus team provides specialist welfare support to Black and minoritised migrant women held in Yarl's Wood. Our focus is to ensure a smooth exit strategy providing trauma-informed services to those detained, striving to address their complex needs, especially for legal advice.

Policy and Public Affairs

Hibiscus' Policy and Public Affairs team works to influence policy change to improve the access to rights of Black and minoritised migrant women in contact with the criminal justice and immigration systems and who are also subjected to VAWG. Hibiscus seeks to influence policy change from the frontline using service users' expertise in a meaningful way. We advocate for change by engaging in different policy processes involving research and engagement with key decision makers and stakeholders.

STATEMENT OF FINANCIAL ACTIVITIES
Income and Expenditure Account for The Year Ended 31 March 2025

Accounts	Unrestricted funds		Restricted funds	Total 2025	Total 2024
	General funds	Designated fund			
	GBP (£)	GBP (£)	GBP (£)	GBP (£)	GBP (£)
Income from:					
Donations and legacies	75,310	-	-	75,310	53,775
Charitable activities	156,548	-	731,937	888,485	1,808,035
Investment: bank deposit account interests	17,123	-	-	17,123	12,084
Total	248,981	-	731,937	980,918	1,873,894
Expenditure on:					
Raising funds	49,639	-	-	49,639	21,287
Charitable activities	590,115	-	748,044	1,338,158	1,793,895
Total	639,754	-	748,044	1,387,798	1,815,182
Net income/ (expenditure)	(390,773)	-	(16,107)	(406,880)	58,712
Transfer between funds	27,048	(27,048)	-	-	-
Net movement in funds	(363,725)	(27,048)	(16,106)	(406,880)	58,712
Reconciliation of funds:					
Total funds brought forward	675,852	222,000	21,094	918,945	860,234
Total funds carried forward	312,127	194,952	4,986	512,065	918,946

Ways of Working on Governance – Internal Expectations at Hibiscus

The Board of Trustees at Hibiscus agree to the following:

Feminist Ethos

- Ensure commitment to feminism in all decision-making.
- Such a commitment is grounded in intersectionality, social justice and anti-racism.
- Support the goals of the organisation centring the needs of Black and minoritised migrant women.
- Ensure board representation reflects the make-up of the organisation as a Black and minoritised women's organisation.

Due Diligence

- Papers are submitted one week in advance of any meeting and are taken as read during the meeting. Trustees are required to review papers ahead of sub-committee and board meetings in their preparation for discussion during the meeting.
- Receive and review financial information on a quarterly basis and year-end account information.
- The Treasurer to prepare her opinion on financial matters to help guide the discussion and for documentation in the minute.
- All sub-committee leads to prepare their feedback to the main board meeting to enable accurate minute-taking and offer guidance to Trustees on sub-committee affairs as required.

Attendance

- Meetings are held quarterly and Trustees are required to attend all four meetings and be available for the AGM held on the same day as the last meeting of the year in November.
- Where Trustees are unable to attend a meeting, to notify the CEO, Director and/or Chair as soon as possible to enable them to plan around the absence, appoint a deputy and/or to review the opinion (where the absence is that of an office holder).
- Board papers may not be circulated to a Trustee where two consecutive meetings are missed to allow time for communication with the CEO, Director and/or Chair to enable them to make appropriate arrangements with the Trustee regarding attendance. Papers will only be withheld where there is no advance notice of absence. This practice also ensures confidentiality and good data management practices at Hibiscus.
- Where Trustees miss two consecutive meetings, the Chair and/or CEO will contact the Trustee by email and phone as part of a welfare check.
- All Trustees hold committee assignments and the same requirements as above regarding attendance and absence should be followed.

Notification

- Trustees who are unable to attend a meeting should notify the office as soon as it is possible before the meeting. Advance notification allows the organisers to appropriately plan the meeting.
- Where a Trustee who is an office holder must miss a meeting, they should prepare a written opinion of the matters at hand and this must be sent to the CEO, Director and/or Chair in advance of the meeting allowing them time to appoint a deputy and review the opinion in preparation for the meeting.

Support

- Trustees are asked to identify their support needs on the contact register. Every effort will be made to meet these needs.
- Where further support needs arise, Trustees are asked to raise these with the Chair in the first instance which will communicate to the CEO.
- Trustees are asked to identify any governance-related training and development issues they have so that these needs can be met.
- During rotation cycles when Trustees are rotated off the board and re-appointed, Trustees are asked to update the Skills Register.

ROLE DESCRIPTION FOR TREASURER

ROLE TITLE	Treasurer on the Board of Trustees at Hibiscus This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.
SALARY	Voluntary* <i>*Reasonable expenses and training costs covered</i>
REPORTING TO	Reports to Chair of the Board of Trustees
DURATION	Three-year initial term, renewable to a further two terms of three years each for a maximum period served of nine years.
LOCATION	The Board of Trustees alternates between in-person and remote meetings. Hybrid meeting option is available for in-person meetings.
HOURS	The estimated time commitment for the role of Treasurer is 20 hours per year. The Board meets at least four times a year with pre-reading as well as ongoing communications and collective oversight of the executive also required. In addition to Board Meetings there will be attendance on sub-committees, and the Treasurer chairs the Finance Sub-Committee (FSC). FSC meets two weeks ahead of each board meeting to receive accounts and provide financial oversight. The Treasurer works closely with the Chair of the Board and is instrumental in completing the annual returns and participates in the independent audit process.
PURPOSE OF ROLE	The Board of Trustees is the governance body for the organisation, providing oversight at executive level and is ultimately responsible for Hibiscus' strategy, adherence to laws and regulations, and financial management. Board members are not involved in the day-to-day operations as this responsibility is delegated to the CEO, who reports regularly to the Chair of the Board and to the full Board during their meetings. The Treasurer is responsible for monitoring the financial standing of the charity and liaising with the Board, CEO and Director of Operations regarding cash-flow forecasting, income streams, expenditure and the overarching strategic management of the organisation's financial resources.
APPLICATION PROCESS	Please submit a full CV and complete the application to info@hibiscus.org.uk
DEADLINE	Wednesday 30 September 2026.

KEY RESPONSIBILITIES

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 collaboration with the Director of Operations, CEO and the Board.
- 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 the charity's image by adding specific measures as per SORP guidelines.

Reporting

- Ensure a high standard of management accounting is maintained to safeguard assets.
- Board level liaison with external accountants and 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.

Policy

- Develop the reserves policy and safeguard the charity's finances.
- Keep the board informed of the free reserves position and advise on changing circumstances.

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.
- Chair finance sub-committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of Trustees.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead on the development and implementation of financial reserves, cost management and investment policies.

Further Information

- The post holder must at all times carry out duties and responsibilities with due regard to Hibiscus' Equal Opportunities Policies and Procedures and with anti-racism principles and values.
- The post holder must ensure that personal information (where they have access to such information) for service users, members of staff and all other individuals is accurate and kept secure and confidential at all times, in compliance with the Data Protection Act 2018.
- The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.
- The post holder is required to fully familiarise themselves with and comply with Hibiscus policies and procedures.
- The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report as necessary any untoward accident, incident potentially hazardous environment.
- The post holder will be subject to checks by the Disclosure and Barring Service.
- The post holder must be aligned with the organisation's strategic direction as a charity supporting Black and minoritised migrant women, the majority of whom are subjected to violence against women

and girls (VAWG) and interact with the criminal justice and immigration systems. Hibiscus is an outspoken intersectional feminist organisation supporting the rights and protections of the women we serve. Our ethos is present in all aspects of our work and leadership.

This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.

PERSON SPECIFICATION

Essential

- Qualified accountant with demonstrable awareness and knowledge of charity commission policy and regulation regarding financial management.
- Knowledge of charity SORP.
- 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

Desirable

- Previous experience as a treasurer in the charity sector.
- A wider involvement with the voluntary sector.
- Experience of charity finance and charity fundraising.
- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the charity's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Team-oriented approach to problem solving and to management.

Board of Trustees Application

Thank you for your interest in joining the Board of Trustees at Hibiscus and we welcome your application to join our organisation.

The application pack requires you to complete the Board of Trustee application (this document) that contains three questions about your intentions to join the board and a Basic Trustee Skills Audit for your completion.

We also require you to attach a CV detailing your work experience and related interests. For this application, please highlight your experience of financial management especially in the charities sector.

For your reference, we have attached two documents - the Ways of Working at Hibiscus document that includes an information pack which details our feminist ethos and a document called About Hibiscus Briefing that provides you with further information about the organisation, the work we do and how we approach our work.

Once you have completed the recruitment requirements, please email your application to info@hibiscus.org.uk. Please state Application for Treasurer in the subject heading of the email.

The deadline for application is Wednesday 30 September 2026.

Applicant Questions

We want to understand more about your experience and how it relates to the work we do at Hibiscus. While we will review your CV, we want to give you an opportunity to reflect on your experience and goals for further contribution in relation to our organisation. Please may we ask you to answer the following questions on no more than two A4 pages.

How do you feel your experience, ambitions and outlook fit into Hibiscus' ethos and the work we do with Black and minoritised migrant women?

What do you feel is important to a governance role for an organisation like Hibiscus and how would you make this contribution?

Please can you summarise how you would apply your knowledge of financial management including accounting to the role of treasurer at Hibiscus?

What would you like to achieve as a member of the Board of Trustees during a tenure at Hibiscus?

Basic Trustees Skills Audit						
Skills		Rate your level of expertise on a scale of 1 to 5 with 5 being good expertise				
		1	2	3	4	5
General						
1	Ambassadorial skills					
2	Business development					
3	Public communication					
4	Tech-related communication and information technology					
5	Charity Commission regulations on governance matters, finance and related functions of a board					
6	Safeguarding especially from an intersectional lens					
7	Data protection and confidentiality practices					
8	Marketing					
9	Media and public relations					
10	Monitoring and evaluation					
11	Research					
12	Network and partnerships					
13	Organisational development including infrastructure development					
14	Political and parliamentary knowledge					
15	Asset management					
16	Experience running a charity/NGO and similar					
17	Public body experience					
Strategic Development and Key Governance Skills						
18	Strategic planning (especially for a charity)					
19	Legal advice/advocacy on immigration					
20	Legal advice/advocacy on housing and social welfare					
21	Legal advice/advocacy on HR					
22	Finance management and charity accounting					
23	Audit requirements, auditing and related practice governing filing and accountability					
24	Human rights policies and laws					
25	Policy analysis (social policy, immigration, VAWG and criminal justice among others)					
26	Fundraising and commissioning					
27	Strategic funder engagement					
28	Staff wellbeing and support systems					
Related to Hibiscus' Mission, Vision and Values						
29	Understanding of feminist ethos, intersectional feminism and feminist ways of working					
30	Equality Act 2010 and work with protected characteristics including an understanding structural and systemic inequity and equal opportunities					
31	Disability and discrimination					

32	VAWG specifically the intersectional experience of Black and minoritised migrant women and barriers faced by women from the Global South					
33	International obligations such as Istanbul Convention and CEDAW					
34	Migrant women (more broadly)					
35	Social justice frameworks including racial and economic justice and the ways of working and culture they imply					
36	Criminal Justice System and impact on Black and minoritised migrant women and knowledge of disproportionality					
37	Immigration System					
38	Housing, homelessness and the housing ecosystem					

Please use this space to provide any further information you would like to offer that has not already been covered in the application or in your CV