



Indoamerican Refugee and Migrant Organisation
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www.irmo.org.uk

Role Title	Trustee – Treasurer
Term	Minimum commitment of one year; maximum term of five years.
Commitment	4 to 5 hours per month plus board meetings every two months.
Remuneration	The role of Trustee is voluntary. There's no financial remuneration but some expenses can be claimed.

About IRMO

Our vision is a future where Latin Americans and other Spanish and Portuguese speakers living in the UK have equal rights, live free from poverty and discrimination, and feel empowered to pursue their aspirations.

Our mission is to enable the development, agency, and participation of all Latin Americans and other Spanish and Portuguese speakers, by responding to both immediate needs and structural inequalities.

We do this by offering high-quality information and advice services, opportunities for development and training, and a platform to seek social and systemic change. Our work is organised across three main operational areas—Advice and Casework; Education, Training and Employment; Children and Young People—and a crosscutting area—Advocacy, Research and Campaigning.

With 40 years of experience, we support over 4,000 people every year. More information at www.irmo.org.uk.

Being a Trustee

IRMO's Board of Trustees is made up of six to nine Trustees, who work together to ensure the charity is run properly. As a trustee, you will have the opportunity to support IRMO's strategic development and oversee its finances. Trustees meet every two months (usually online in the evening) and are asked to commit an additional eight to ten hours between meetings to follow up on actions and provide advice and input on strategic documents and areas of work relevant to their areas of expertise.

Specific responsibilities

- Ensure that the Board receives appropriate budgetary and financial information on the activities of the charity, and highlight any variances

- Help the Board to understand the charity's financial position and whether its resources meet present and future needs
- Ensure that the Board is aware of, and advise the Board on how to carry out, its financial duties and responsibilities
- Oversee the preparation and scrutiny of IRMO's annual accounts
- Ensure that robust financial policies, procedures and controls are in place and reviewed on a regular basis
- Set an appropriate reserves policy
- Review banking arrangements with the Director every three years
- Review and approve, as appropriate, transactions above the threshold set out in the Financial Controls Policy that require triple-approval
- Sign funding contracts and financial reports when required
- For the purposes of good financial governance, carry out bi-annual spot-checks on IRMO's transactions and monthly reconciliation

General Responsibilities

- Stay up to date with and assess the political, economic and social contexts that affect IRMO's work
- Support the development of and approve IRMO's key strategic documents
- Annually review and approve IRMO's budget
- Review, update and approve major policies
- Approve salaries, benefits, terms and conditions for staff
- Ensure that IRMO's financial structure is adequate for its current needs and long-term strategy
- Ensure that the organisation has the necessary resources in place to meet its long-term goals
- Ensure that the Board of Trustees is adequately informed of the condition of the organisation and its operations
- Ensure that published reports adequately reflect the nature of the services and the financial condition of the organisation
- Approve major actions of the organisation, such as capital expenditure over authorised limits and major changes in activities and services
- Review staff results in relation to IRMO's aims and objectives, as well as annual and long-term goals
- Appoint, supervise, support, and appraise IRMO's Director
- Provide candid and constructive criticism, advice, comments and praise
- Ensure that the Director has established appropriate policies to define and identify conflicts of interest throughout the organisation and are administering and enforcing those policies
- Appoint independent examiners/auditors subject to approval by members
- Ensure compliance with relevant legislation affecting the organisation
- Annually review the performance of the Board of Trustees and take steps to improve its performance

Person Specification

- Knowledge of financial accounting and reporting procedures
- Ability to communicate financial information to those who may have little or no financial background
- Strategic financial planning skills
- Commitment to IRMO's mission, values and vision
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Understanding of the challenges facing small to medium UK charities
- Willingness to devote the necessary time and effort to their duties
- Integrity
- Strategic vision
- Good, independent judgement
- Ability to work effectively as a member of a team
- Excellent networking, influencing and communication skills
- Personal/professional networks that will enhance IRMO's positioning
- English (essential), Spanish and/or Portuguese (desirable)
- Knowledge and experience in one of the following areas is also desirable: Corporate and Major Donor Fundraising, HR, Finance, Monitoring and Evaluation, Campaigning and Community Engagement.

How to Apply

To apply, please send your CV and a covering letter to recruitment@irmo.org.uk. In your letter, outline why you are applying for the role and how your skills, experience and knowledge meet the role description and the specifications.

We encourage applicants to apply as soon as possible, as applications will be reviewed on a rolling basis.

Following the submission of your application, we will be in touch to let you know if you have been shortlisted to attend an interview.

Please note that applications are for candidates for our board of trustees only. Should your interview be successful, we will invite you to attend **IRMO's AGM on the 21st of September**, where IRMO's members will vote to elect candidates to IRMO's board.

We particularly encourage individuals from the Latin American community to apply.

If you want to discuss your application, please contact Lucila Granada, Chair of our Board of Trustees, at lucila.granada@irmo.org.uk.