



Refugee Support Devon

Candidate Pack

Treasurer



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Letter from the Chair



Welcome to Refugee Support Devon (RSD) and thank you for taking an interest in our vacancy for a Treasurer, a voluntary position on our Board of Directors (usually referred to as Trustees).

Elsewhere in this pack you'll find information about the charity and when we meet as a board or in committees. But for the moment I'd like to say that we are a very engaged and active board, devoted to RSD's mission and determined to overcome the challenges charities like ours face at this time. The board usually consists of 8-10 trustees drawn from a variety of backgrounds and representing a range of ages. Two of our trustees have been asylum seekers themselves and so have first-hand experience of the immigration system. I feel we are a great team and I draw much inspiration from the enthusiasm and commitment of the other trustees as well as our staff. I can reassure you that we would offer you plenty of support!

If you would like further information or to have an informal conversation with myself about the charity or the role of Treasurer, please contact Reach TrusteeWorks who will be happy to assist.

With kind regards,

Jenny Longford
RSD Chair

About Us

We are an independent charitable company, based in Exeter and serving the whole of Devon (within the Devon County Council Boundary).

We were formed in 2001 in response to the impressive local volunteer support to asylum seekers dispersed to Exeter (2000-2004). We initially formed a charity called Refugee Support Group Devon (charity commission no: 1092410), then chose to become a 'company limited by guarantee without share capital' in 2011 when we changed our name to Refugee Support (Devon) Ltd.

Our Vision

We want Devon to be a county where men, women and children who have been forced to flee from their homes in other parts of the world can find the protection they need, rebuild their lives in safety and dignity, and achieve their full potential.



Our Mission Statement

As a local charity, independent of statutory agencies, we support refugees and their families to ensure that they are given the protection they need, are able to settle successfully in the local community, can reach their full potential, rebuild their lives in safety and dignity and be treated with respect and understanding, as equal members of society.

Our Goals

Provide relief to refugees and their families living in Devon who are in conditions of hardship or distress

Support refugees and their families in settling in the local community and to preserve and protect their wellbeing

Provide a voice for the local refugee community

Promote education of the general public about the issues relating to refugees and asylum seekers

Offer a voluntary service with opportunities for training and skills development available to service users and the wider community



Our Commitment to Equality, Diversity and Inclusion

As a charity, we need a diverse range of people on the Board to represent all aspects and areas of the wider Devon community and the people we support.

We are proud to be an equal opportunities employer and we value the contribution each individual makes to our work. We have striven to build a diverse and inclusive working environment where all staff feel empowered, respected and valued.

We aim to achieve a Board and workforce that is diverse and inclusive, reflective of the communities and individuals we support throughout the region. We recognise that in particular people from Black and Asian communities and other minoritised ethnic groups are under-represented on both charity boards and in charity leadership, as are disabled people. We welcome and encourage people from these historically excluded groups to apply.

Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process.



Role Description

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Refugee Support Devon's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation. The Treasurer will be assisted in their role by the part-time Finance Manager as well as by book-keeping and accounting services and by other staff and trustees.

Treasurer Role:

- **Overseeing the presentation of budgets**, internal management accounts and annual financial statements to the Board of Trustees.
- **Ensuring that proper accounting records are kept**, and that appropriate accounting procedures and controls are in place.
- **Ensuring that robust and comprehensive financial policies are in place** and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- **Monitoring and advising** on the financial viability of the charity.
- **Overseeing financial controls** and adherence to systems, regularly liaising with the manager, the finance manager and the management accountant.
- **Advising on the financial implications** of the charity's strategic plan, including overseeing the charity's financial risk-management.
- **Lead on the appointment** of and liaison with external auditors.
- **Oversee the development and implementation of systems** for appraising, mitigating and reporting corporate risk.
- **Ensuring that the accounts are prepared and disclosed** in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- **Keeping the board informed** about its financial duties and responsibilities and liaising with the manager to develop the financial understanding of the Board of Trustees.

Who we are looking for

- **A finance professional** - A knowledge of charity finance is an advantage. Otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- **A strategic thinker** with an ability to balance risk and opportunity.
- **Clear communicator** with the ability to bring the financial information alive to non-finance specialists.
- **Willing** to play an active role in areas such as forecasting, setting budgets, liaising with auditors

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees:

- Support and provide advice on Refugee Support Devon's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Refugee Support Devon's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Refugee Support Devon's financial statements.
- Provide support and challenge to Refugee Support Devon's manager in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Refugee Support Devon's operating environment.
- Contribute to regular reviews of Refugee Support Devon's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Refugee Support Devon's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Refugee Support Devon's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

Attributes and qualities:

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities:

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.



REFUGEE
SUPPORT



What's in it for the volunteer?

This is an exciting time to join the Trustee Board at Refuge Support Devon. As Treasurer you will play a key role in enabling us to continue supporting refugees and asylum seekers in the UK and empower them to rebuild their lives in safety in Devon. The role will enable you to put your professional skills to great use to the benefit of individuals who have had to flee their homes and livelihoods. It will also give you the opportunity to develop your insight and expertise into all that is involved in the management of a growing charity.

Terms of Office

This is a voluntary position, but reasonable expenses will be reimbursed.

Time Commitment

(Estimated at 4-8 hours per month)

- Attending Board meetings of which there are 6 annually. Currently meetings are held on Tuesdays from 5.30-7pm remotely on Zoom or in person at Exeter Community Centre.
- Meeting with the manager, finance manager and management accountant as necessary with flexibility to respond swiftly to the occasional ad hoc issue.
- Attending Finance Committee meetings held monthly via Zoom from 12-1pm on Tuesdays (a change of time can be negotiated).
- Attending AGM and annual review meetings.



How to Apply

Reach Volunteering are supporting Refuge Support Devon with their Board recruitment. Please submit your CV along with a covering letter stating why you wish to join the organisation and how your skills would add value to the board. Completed applications should be sent to the Reach TrusteeWorks team:

trusteeworks@reachvolunteering.org.uk

For an informal chat with the Refugee Support Devon, please contact the Reach TrusteeWorks team who will be able to arrange this.

The closing date for applications for this position is Friday **12th July 2024**, and we will contact you during the following week to let you know if we wish to interview you. We expect interviews to be held remotely via Zoom during the week of **22nd July**, but are willing to be flexible with dates to accommodate possible clashes with candidates' holiday arrangements at this time of year. Following interview, we would contact the successful client's referees and there would be a meeting with the chair by way of initial induction.



Refugee Support Devon



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