

Treasurer - Role Description

Raising Futures Kenya is looking for a committed Treasurer, with professional accountancy experience, to join our Board to oversee the financial health of the charity and cement the financial literacy of the organisation at Board level.

Responsible to: Chair, Raising Futures Kenya

Purpose: To oversee the appropriate management of charity finances, adhering to relevant regulatory compliance, and to lead on reporting on the financial situation to the Board.

Hours: Approximately 6-8 hours a month.

Salary: This is a voluntary role.

We currently have eight Trustees across the UK, Switzerland, Ireland, USA and Kenya and three part-time staff based in Brighton, Hove and Lewes. Board meetings are approximately every 2 months in the evening via Google Meets. Two meetings a year are in-person meetings, usually in London (overseas Trustees can still join remotely).

About Raising Futures Kenya

For 22 years Raising Futures Kenya (UK charity no.1181670) has worked alongside local people, and our partner NGO, in Kenya to develop projects which are owned by the community and create long-term, sustainable change to reduce poverty and improve livelihoods.

Through our Seed of Hope training and support programme we enable 14-25 year olds (75% girls) to secure employment or start a small business, generating enough income to live above the poverty line. We provide free technical vocational and business skills training, alongside mental health and wellbeing support which has led to over 90% of graduates being in employment, self-employment or further education. Seed of Hope offers young people opportunity, dignity and hope.

All training is combined with 3 key elements of support which makes our project unique and more successful than vocational training alone.

1. Daily life skills and mental health wellbeing curriculum which includes topics on common mental health issues to challenge stigma and signpost students to the unlimited free counselling sessions we offer, gender equality, knowing and asserting your rights, family planning, health, hygiene and nutrition.

2. Practical help is provided to ensure we remove any barriers young people may face in gaining an education and attending lessons, such as; free cooked lunches, support with travel costs, childcare vouchers for young mothers and free menstrual hygiene packs.

3. Graduate support helps young people set up their own business and generate a sustainable income. This includes tailored business and financial literacy training, access to the Seed of Hope Business Hub providing computers, tools, and materials for graduates to use to launch their business, plus an ongoing peer mentoring scheme from former successful Seed of Hope graduates.

If students are traumatised, hungry or can't afford sanitary products, they won't be in a position to learn. We treat every student as an individual and personalise our support to their specific needs and circumstances to set every student up for success. We know this holistic approach is more successful than vocational training alone, and has the most meaningful impact for young people.

You can watch a video which summarises our work: <https://vimeo.com/343226817>. You can also find more information about Raising Futures Kenya at the end of this document.

Achievements

Some of our achievements include:

- Over 4,000 young people in Kenya have received free skills training.
- Since 2021 we now support more young people in a year than our first 15 years combined.
- 91% of our graduates are in full time employment, self-employment or further education.
- Received multi-year funding from the Department for International Development (now FCDO) and other reputable grant givers, including a US funder who has granted us \$100,000USD a year to go directly to our Kenyan partner as part of our move to shift power to our partner.
- Awarded the 'Small Charity, Big Impact' award by the Foundation of Social Improvement 2019 for achieving disproportionate impact to our size.
- Awarded 'Charity Governance Award for Improving Impact' in May 2022.
- Shortlisted for 'Diversity and Inclusion Award for Best NGO on Promotion of Human Rights' in Kenya in March 2022.
- BBC Radio 4 Appeal aired 26th Feb 2023.

Role Summary

- Work closely with our UK team members, mainly the CEO, Executive Director in Kenya (mainly by email, when required) and with the Board of Trustees, advising on all financial matters including UK regulatory compliance.
- Work with the CEO and Chair to review and agree on the annual budget and future trajectories including managing cashflow.
- Work with the CEO to develop financial reporting procedures with our partner NGO in Kenya, which will take into account an organisational budget, but funding coming into the UK charity and the Kenyan NGO, and how best to track that along with cashflow.
- Attend Board meetings and AGM and present the financial updates for the Board. Preparing the finance report to be shared in advance, using management accounts and the budget to provide a summary of the current financial health of the charity for the Board.
- Responsible for keeping the Board informed of key financial events, trends, concerns and assessment of fiscal health (in between meetings when required).
- Review and update finance related policies and procedures to ensure we are adhering to best practice and regulatory compliance.

- Manage financial risks on the risk register.
- Support with the annual audit process for our annual accounts, including liaising with the independent auditor when required.
- Actively participate as a key member of the Board of Trustees.
- All Trustees are expected to assist Raising Futures Kenya to secure a sustainable and diverse funding base for the organisation.
- Act as a proud ambassador for Raising Futures Kenya, representing the charity at meetings and facilitating networking and funding opportunities as these arise.

Person Specification

The ideal candidate will have experience in the finance sector and sound financial knowledge.

Essential:

- Competent and experienced in handling finances.
- Able to create comprehensive financial reports using management accounts, ensuring they are in a format which can be easily understood by other Board members.
- Availability to commit to approximately 6 hours a month and attend Board meetings.
- Honesty and integrity. We're a values led organisation and want to ensure that everyone who joins us shares our values of honesty and integrity.
- Teamwork and commitment. We're a small organisation and rely on each other to lean in and play a part in achieving our objectives.
- Passionate about furthering the impact of our work, in whatever way you can. For example utilising your networks to share the work we do or to seek donations.

Desirable:

- Accountancy qualification.
- Experience working with dual currencies.
- Knowledge and experience of international development, particularly in education or young people or programmes in Kenya.
- An understanding of the voluntary sector and/or previous experience as a Trustee.
- We are always looking for candidates who have lived experience of Kenya, East Africa and/or Technical Vocational Training.

We are committed to a culture of inclusivity. We are able to grow and learn better if we have a diverse organisation formed of the collective sum of individual differences, lived experiences, knowledge and self-expression. We don't want to exist in an echo chamber. In recruiting for our team we welcome the unique perspectives you can bring in terms of culture, education, opinions, ethnicity, race, sex, gender identity, values, age, religion, disability, sexual orientation, beliefs, nation of origin and languages spoken.

Normally Trustees are asked to commit to a 3-year term on the Board and serve for a maximum of 2 terms. All appointments are subject to completion of a successful 3 month probationary period.

For more details about the legal obligations of Trustees visit the Charity Commission website at www.charitycommission.co.uk and read its publication *CC3, The Essential Trustee*.

Please note: the law places certain restrictions on becoming a charity Trustee (for example, you cannot be under the age of 18, or been convicted of an offence involving deception or dishonestly). If you are in any doubt about your eligibility, visit the Charity Commission website.

Application Process

Passion for the cause is our number one recruitment factor, so if you're interested in coming on Board please get in touch.

Interested applicants should send a CV (or link to your LinkedIn profile) with a covering letter explaining; your motivation for the role, what specific skills and expertise you would bring and how you meet the competencies listed in the person specification.

Please send to our CEO, Kirsty Erridge, at kirsty@raisingfutureskenya.org.uk who will be in touch. We look forward to hearing from you.

Further Information About Raising Futures Kenya

Our values

Inclusive - We listen to people and work together with them to develop solutions that really work and last. We do not discriminate on any basis.

Compassionate - We believe in the potential of all children and young people and recognise their challenges. We feel compelled to provide the support and opportunity that will help them change their lives.

Collaborative - We work together to make change happen, we're happy to share with and learn from individuals and organisations to create the biggest impact.

Finance

Raising Futures Kenya is in a strong financial position, with 3 months of unrestricted expenditure held in reserves at any given time, in addition to various restricted grants for our Seed of Hope programme, and a 3 year large grant secured directly to our partner NGO in Kenya.

We are currently largely reliant on income from trusts and foundations and individual donors but have a robust pipeline for both of these income streams overseen by Trustees in the relevant areas. A focus in 2024+ will be seeking new grant opportunities from the USA and Kenya and securing corporate partnerships.

Strategic Themes for Raising Futures Kenya in the UK

You can read our Strategic Plan here:

<https://www.raisingfutureskenya.org.uk/whatwedo/strategic-plan/>

Underpinning all of our work over the next 5 years will be the following themes:

Do good, be better

Learn from the Shift the Power movement and embed it throughout our organisation. Embed a culture of reflection and respond to changes in society. Actively reflecting on our own actions,

admitting to failure, looking for opportunities to learn, to act, to be better, to share and to ensure no one is left behind and everyone has an opportunity to thrive.

Sustainability

This theme cuts across all of our work, from; increasing the sustainability of our programmes in Kenya, increasing the sustainability of our income through income generating activities, increasing the long-term sustainability for young people and communities who are benefiting from training and skills development at Seed of Hope and increasing self-reliance and using environmentally sustainable working practices wherever possible.

Wellbeing and thriving

Our Seed of Hope programme centres on the wellbeing of students, ensuring they are in the best position to be able to thrive. We will ensure this is extended to all staff, volunteers and anyone working with Raising Futures Kenya. We will advocate for wellbeing in the sector.

We consider the whole person in our work. Sustainable development isn't simple, solutions are often complex and unique to each individual. We work closely alongside children, young people and families to ensure they have all the support they need to break the cycle of poverty and inequality.

Governance

Raising Futures Kenya has a strong Board, with a mixture of charity, corporate and educational experience. As some Trustees are coming to the end of their term this year we are reviewing our governance structure to ensure we have the right skills, knowledge and commitment from our Trustees to help us achieve our strategic targets and development objectives. In the last 2 years, we have invested significantly in our UK team. We have an incredibly competent staff team and a well operated Board, which has led to the receipt of awards and increased interest from funders.

Thank you for your interest in joining the team at Raising Futures Kenya. Please do not hesitate to contact our CEO, Kirsty Erridge, on kirsty@raisingfutureskenya.org.uk if you have any questions about the role.

www.raisingfutureskenya.org.uk