



JOB ADVERT - TREASURER (Trustee of the Board of We Are Family)

Role: We Are Family Treasurer and Trustee of the Board of We Are Family

Role type: Volunteer, associated expenses covered

Start date: ASAP

Location: UK-wide

About We Are Family

We Are Family is an extraordinary peer support community for adopters and prospective adopters. We're there for parents throughout their adoption journey. Online and in person, our parents' groups, events, resources, podcasts and talks offer mutual support, information and inspiration to adopters and those considering adoption. We currently operate across Greater London and the Home Counties, with ambitions to scale nationally over the coming years.

You can find out more about us [here](#).

The Role

We Are Family is seeking to appoint a committed and motivated Treasurer who will work closely with the Board of Trustees and play an active part in the governance of the organisation's finances.

This is a voluntary opportunity with associated Trustee expenses - such as travel / childcare - covered by We Are Family. The Company Secretary can be based anywhere in the UK.

Commitment

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Trustees are volunteers and so the capacity to devote the time needed for the following is essential:

- 4 Board meetings per year
- 2 Board away days per year (on a Saturday)
- Membership of at least one sub-committee (which also meet 4 times a year)

We estimate 8-10 hours for the charity per month.

Trustees will need to read papers in advance of Board meetings and may, from time to time, be asked to contribute to specific activities such as hosting Welcome webinars for new members. We Are Family staff may consult with trustees from time to time on an individual basis, during or out of normal working hours.

Board and committee meetings are held in the evening via Zoom and dates of meetings are distributed a year in advance. The away days are held in person in central London.

- All new trustees will receive an induction and associated expenses will be covered
- The normal term of appointment for a Treasurer is three years, after which there is the opportunity to renew for a further three-year period.

Skills and Experience

In this role you will:

- Advise on the financial implications of We Are Family's strategic plan.
- Be an active member of the We Are Family Finance, Fundraising & Resources Committee who meet once every quarter.
- Oversee presentation of budgets, internal management accounts and annual financial statements to the board of trustees.
- Lead on the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
- Oversee the development and implementation of financial reserves, cost management and investment policies.
- Monitor and advise on the financial viability of the charity.
- Oversee the implementation of and monitoring specific financial controls and adherence to systems.
- Oversee the charity's financial risk management process.
- Review and approve payments (including payroll).
- Be the main point of contact for We Are Family's bank.
- Act as a counter signatory on important applications to funders.
- Liaise with the appropriate member of staff responsible for the financial activities of the organisation.
- Liaise with the external auditors or independent examiner on specific issues such as the auditor's or examiner's management letter and the related board representations.

This role would suit an individual with:

- Knowledge of charity governance and management
- Experience in a compliance, risk or business management role
- Excellent written and verbal communication skills
- Organisation skills, with the ability to work to deadlines
- Good IT skills, to include Zoom and Google Suite or MS Office.

Although many of our current Board members are adopters themselves, we are also keen to recruit suitably qualified people who are not, but who can demonstrate a commitment to the values and mission of We Are Family.

One of the great strengths of We Are Family is that we are volunteer and member driven, and we represent a diverse community of adoptive parents. We particularly welcome trustees from Black, Asian and minority ethnic backgrounds to ensure that the board can benefit from this diversity of experience. We would also welcome single adopters to the board.

To Apply

If the opportunity to join an exciting, rapidly growing charity appeals to you as someone able to make a valuable contribution, please email applications@wearefamilyadoption.org.uk to receive a Recruitment Pack and / or to arrange an informal conversation about the opportunity. Please note that applications are received and reviewed on an ongoing basis, therefore an early application is advised.