

Title: Trustee (Treasurer)

Major Objective: The Treasurer works in close cooperation with, and provides support and advice to, the PBI UK Director (the **Director**). The board of trustees of PBI UK (the **Board**) has the responsibility for ensuring that the organisation is adequately resourced and the necessary books of account, financial records and proper financial controls are in place.

Place: Anywhere

Working week: The Board currently meets once every two months. The meetings are normally held in Central London.

Salary: Voluntary, expenses reimbursed.

Responsibilities

The duties of the Treasurer covers two areas: those as trustee and those specifically designated to the treasurer.

Responsibilities of the Trustee

- To be familiar with and ensure that PBI UK complies with its governing document (i.e. its articles of association), charity law, company law and any other relevant legislation (including employment legislation) or regulations.
- To formulate and approve and review the strategic goals by which PBI UK pursues its objects.
- Ensure that the organisation applies its resources exclusively in pursuance of its objects.
- Give firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and ethos of the organisation.
- Ensure the effective and efficient administration of the organisation.
- Appoint the Director and monitor his/her performance.
- Where appropriate, serve on sub-committees of the board e.g. finance and fundraising.
- To ensure PBI UK adopts and observes policies which ensure that resources are applied exclusively in pursuance of its objects.
- To act at all times in the interests of the beneficiaries.
- To undertake managerial tasks including duties as an employer, financial duties, ensuring risks are insured against (where appropriate) and ensuring assets are properly looked after.
- Account for its activities to funders, regulators, members and others as required.
- Prepare for and participate in Board (and committee, if applicable) meetings, including appropriate organisational activities.

Responsibilities of the Treasurer

- Guide and advise the Board in the approval of budgets, accounts and financial statements, within a relevant financial policy framework.
- Keep the Board informed about its financial duties and responsibilities.
- Advise the trustees (and the management) on the financial implications of the organisation's strategic plans and key assumptions included in management's

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operational plan and annual budget, especially those which are outside the agreed boundaries of management authority.

- Receive reports from the Director and Finance Manager on finance, staffing structure and conditions of service.
- To advise the Director on finance and staffing matters generally.
- To make decisions on behalf of the Board on finance issues, whilst the Board maintains ultimate authority.
- Confirm that the financial resources of the organisation meet its present and future needs and that there are appropriate reserves and investment policies.
- Understand the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound.
- Ensure that the accounts are properly audited, that accepted recommendations of the auditors are implemented and provide financial expertise to the audit committee, if appropriate.
- Meet the external auditor and, where relevant, the internal auditor independently from the chief financial officer, at least once a year.
- Formally present the accounts at the annual general meeting, drawing attention to important points, either in a written report or orally.
- Monitor the organisation's investment activity and ensure its investment policy is consistent with the organisation's policies, aims, objectives and legal responsibilities.
- Ensure that the finance function is executed efficiently and effectively within the policies of PBI UK.
- Devise, develop and maintain of appropriate financial systems in collaboration with the Finance Manager and in consultation with the Director.
- Authorise payments in accordance with PBI UK's Financial Procedures
- Serve on the Finance Committee and participate in the Finance Committee's quarterly meetings.

Essential:

- Knowledge and experience of current and fundraising finance practice relevant to an international human rights charity.
- Knowledge and experience of financial management.
- Good financial analysis skills.
- Ability to communicate clearly.
- Strong commitment to the principles of human rights.
- Able to commit necessary time.

Desirable

- Knowledge of PBI's work and of human rights issues in the countries where we work.