# Treasurer Advert

RASASC (Rape Crisis South London) is looking for a new Treasurer to join the Board of Trustees.

RASASC is a feminist organisation, and we see gender inequality as a cause and consequence of violence against women and girls. We recognise that women’s experiences of sexual violence and seeking support will be different depending on their relationship to intersecting axes of oppression. We strive to embody anti-racist and anti-oppressive practice and actively challenge unequal power dynamics in our work and the wider world. We live in a world which doesn’t treat survivors of sexual violence with the care they deserve. Care underpins everything that we do and the ‘Empowerment Model’ that guides our work. Our values are Empowerment, Solidarity and Hope, and are at the heart of all we do. We support survivors of rape and sexual violence in primarily in South London by:

* Providing free, confidential and specialist counselling to women and girls from the age of 5 years.
* Providing one to one and group work support for those supporting children and young people who have experienced rape and sexual violence
* Providing a specialist resource for those professionals supporting women and girls who have experience rape and sexual violence through both our children and young persons counselling service and our training and prevention team
* Providing specialist long term support for women going through the Criminal Justice System
* Providing a holistic casework support to women, in key areas such as access to safe housing and welfare benefits
* Providing prevention workshops for children in schools, and working collaboratively with those schools
* Providing (as part of a consortium lead by Rape Crisis England and Wales) a 24 hour, 7 day a week specialist helpline services to all survivors of rape and sexual violence aged 16+ in England and Wales
* Working with our sister organisations to challenge attitudes and myths, and eradicate rape and sexual violence in our society.

We are looking for a female\*Treasurer to join our board of trustees. We have a strong and well established group of trustees, and you would receive a handover from the current Treasurer who will remain on the board as Chair. You would have overall responsibility for the financial good governance of RASASC, and so we are looking for someone with a strong finance background, and understanding of charity finance. We are looking for someone to make a commitment to the charity, able to attend 6 board meetings annually, plus additional sub committee meetings, and events such as strategic away days and the annual general meeting., In return you will receive training and CPD in all areas of charity governance and sexual violence awareness training. Most importantly you will be part of a values based organisation making a real difference to the lives of survivors of rape and sexual violence.

(\*) Exempt under the Equality Act 2010, Schedule 9, and Part 1. Section 7(2) e of the Sex Discrimination Act 1975.

**If you are interested in this role please contact the CEO, Sharon Erdman at** **ceo@rasasc.org.uk** **for either an initial conversation, or to receive the job description, person specification and application form.**

# ROLE DESCRIPTION FOR A TRUSTEE RASASC

The duties of a trustee are as follows.

* Ensuring that the organisation pursues its stated objectives, as defined in its governing document, by developing and agreeing a long-term strategy
* Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
* Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
* Ensuring that the organisation defines its goals and evaluates performance against agreed targets
* Safeguarding the good name and values of the organisation
* Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* Ensuring the financial stability of the organisation
* Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds
* Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

## Person specification

* A commitment to the organisation
* A willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

# Additional responsibilities for role of TREASURER of RASASC

The overall role of a Treasurer is to maintain an overview of the organisation’s affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained.

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

* Overseeing, approving and presenting budgets, accounts and financial statements
* Being assured that the financial resources of the organisation meet its present and future needs
* Ensuring that the charity has an appropriate reserves policy
* Preparing and presenting financial reports to the board
* Ensuring that appropriate accounting procedures and controls are in place
* Liaising with the CEO and Director of Finance and Resources about financial matters
* Advising on the financial implications of the organisation’s strategic plans
* Ensuring that the charity has an appropriate investment policy
* Ensuring that there is no conflict between any investment held and the aims and objects of the charity
* Monitoring the organisation’s investment activity and ensuring it is consistent with the organisation’s policies and legal responsibilities
* Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
* If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
* Keeping the board informed about its financial duties and responsibilities
* Contributing to the fundraising strategy of the organisation
* Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
* Sitting on appraisal, recruitment and disciplinary panels as required

## Person specification In addition to the person specification for a trustee, the treasurer should have the following qualities.

* Financial qualifications and experience
* Some experience of charity finance, fundraising and pension schemes
* The skills to analyse proposals and examine their financial consequences
* Being prepared to make unpopular recommendations to the board
* A willingness to be available to staff for advice and enquiries on an ad hoc basis