



Trustee Treasurer

Duration: 3 years (Voluntary Role)

Closing date for applications: 20 January 2024

Start Date: 14 March 2024 or later to suit

Aid Box Community (ABC) is a charity based in Bristol which provides support, supplies and sanctuary to people seeking asylum in the Greater Bristol area. Our charity (a CIO) started 7 years ago when a group of friends volunteered together in the refugee camps in France and has grown and evolved to support over 3,500 people a year through our free shop and welcome hub, activity groups and trips, and our befriending programme. We have 270 invaluable volunteers supporting a fantastic charity team. We are looking for a Trustee Treasurer to join our Board of Trustees on a voluntary basis for a term of 3 years. We are in a resilient financial position and have very well-developed financial reporting, budgeting, and decision-making, all developed and overseen over the past 3 years by our Treasurer who is now approaching the end of his term as a Trustee.

Role Description

As well as the general charity governance responsibilities for all Trustees, the Trustee Treasurer has specific responsibilities to oversee the monitoring of the charity's finances and budgeting on behalf of the whole Board of Trustees and to report quarterly to the Board. They also ensure that end-of-year financial tasks are completed for our Annual Report and Accounts. Operational responsibilities are carried out by our Finance Manager and one of our Directors who liaises closely with our Treasurer.

Main Duties and Responsibilities:

- keeping all trustees well informed about the state of the charity's finances
- ensuring financial reports to the trustees are clear and properly discussed
- ensuring accounts and other financial reports are produced in the correct form and on time as required by the Charity Commission and independent examiners
- monitoring the overarching strategic management of the charity's financial resources

- keeping the Board informed of the reserves position regularly and providing advice to adapt to changing circumstances
- chairing our Finance Risk and Audit Committee which oversees the charity's financial risk management process and reviews our financial health to enable regular reports to our Board
- attending four Trustee meetings a year (each lasting up to 3.5hrs) and four online FRAC (Finance and Risk) meetings a year (each lasting up to 2 hours)
- attending one RemCom meeting a year (up to 2 hrs) for an annual salary review.

Person specification:

Knowledge and Experience	Essential	Desirable
Qualified Accountant or a part qualified finance professional	x	
Experience of financial management in an SME or charity		x
Empathy for ABC's vision mission and values	x	
Lived experience of being a displaced person		x
Skills and Attributes		
Ability to work successfully with others across the organization to achieve objectives	x	
Good teamwork and communication skills	x	
Lives in or within easy reach of Bristol	x	
Understanding of safeguarding		x

Our Commitment to You

We offer a tremendous team of staff and trustees working closely together with our fantastic array of volunteers - all hugely committed to providing the best impact we can for the asylum seekers and refugees who use our services. You are welcome to come and have a look at the work we do and visit our Free Shop on Cheltenham Road in Bristol. We will run a full induction programme to include the legal framework within which we operate, key areas such as safeguarding, and involvement in a range of ABC's activities for our service users. During your time as trustee, we will also organize training workshops in areas important to your role as a trustee of ABC.

Safeguarding Statement

ABC is committed to safeguarding and promoting the welfare of its service users and vulnerable adults and expects all staff, trustees and volunteers to share this commitment.

ABC operates Safeguarding Policies for the purpose of protecting Young People and Vulnerable Adults. All staff and trustee members are required to undergo Enhanced [Disclosure and Barring Service](#) DBS checks.

Statement on Equality, Diversity and Inclusion

ABC aims to be an anti-discriminatory organisation committed to the promotion of quality and diversity and, in line with the Equality Act 2010. We particularly welcome applications from under-represented groups and those with lived experience.

Registered Charity Number 1172697

For much more information about our charity and our finances, here are links to our website and to our accounts for year ended 31 March 2023:

<https://www.aidboxcommunity.co.uk>

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5093545/accounts-and-annual-returns>

If you would like to have an initial informal chat, do set up a call with our Chair, Richard Annandale, by emailing: richard@aidboxcommunity.co.uk

To apply

Please send your CV, together with a covering letter telling us in up to 250 words why you believe you would be an excellent candidate for this role, to

Susan@aidboxcommunity.co.uk

Closing date for applications: 20 January 2024

Interview date: tba