

## Treasurer role - background and responsibilities

### Who we are

Founded in 1959, Tibet Relief Fund is a well-established and progressive charity that empowers Tibetans to build sustainable communities and better futures through education and innovative practical grassroots initiatives. We work closely with a number of partner organisations, mainly in India and Nepal, as well as run an active sponsorship programme.

### Mission

Tibet Relief Fund works to empower Tibetans to build sustainable communities and better futures through education and innovative, practical, grassroots initiatives.

### Vision

A world where Tibetans can live and work with equality and security, and celebrate their rich culture and traditions.

### Our values

**Empowerment** – we will act with autonomy and self-determination and instil this in others at every turn

**Respect** – we will have due respect for the feelings, wishes and rights of others, and be thoughtful and considerate

**Openness** – we will be transparent and honest without fail

**Efficiency** – we will do things well, successfully and without waste

**Ambition** – we will be persistent and pervasive, and keep striving to achieve for our beneficiaries

**Impact** – we will make a positive and long-lasting difference

### How we work

The trustees delegate the day-to-day running of the charity to a Chief Executive Officer responsible for all aspects of the charity and its work. The CEO reports to the board at quarterly meetings and seeks advice and support from trustees and treasurer when applicable. We currently have a staff of nine, including a Head of Fundraising, Programmes Manager and Accounts Manager.

### The role

#### As Treasurer, you will:

- be the Board of Trustees' financial specialist and monitor the charity's performance;
- report to the Board of Trustees on the charity's financial health, in line with best practice and in compliance with the governing document and legal requirements;

- ensure adequate controls are in place to protect the charity's assets against loss, fraud, misuse, neglect etc;
- monitor and advise on the financial viability of the charity;
- advise and support the CEO in the preparation of annual budgets for the charity;
- provide advice and support, as appropriate, to the CEO in the preparation of quarterly budgets, performance and financial reports to the board of trustees;
- liaise with the CEO and the charity's accountants on preparation of the charity's annual accounts and annual financial inspection and provide support and advice as appropriate;
- represent the Board of Trustees, alongside the CEO, in liaising with the charity's financial investment managers and, when required, external auditors;
- liaise with the CEO to develop the financial understanding of the Board of Trustees.

**As a trustee, you will:**

- ensure the charity complies with charity law, with the requirements of the Charity Commission as our regulator, and does not breach any requirements or rules set out in our governing documents;
- assist with providing strategic oversight and advice for the charity's operations;
- contribute specific professional skills and expertise as required;
- have excellent communication skills, and the ability to act as an ambassador for the charity with people from all backgrounds;
- be an articulate and enthusiastic exponent of our work;
- be willing to engage in profile raising at public events organised by or for the charity;
- to use your networks and contacts to further the charity through fostering engagement, raising funds and raising awareness;
- assist the charity in securing a sustainable and diverse funding base for the organisation;
- attend quarterly board meetings and make best effort to attend events hosted by the charity;
- on occasion, attend *ad hoc* meetings out-of-hours (evenings and weekends);
- be committed to diversity, inclusion, and wellbeing;
- be committed to safeguarding children and adults at risk.

**Desirable skills/experience** *(not all of these need to be in place):***Sector**

- Significant professional experience working in a financial role, preferably, but not essential, a qualified accountant.
- Knowledge and understanding of financial good practice.
- Experience in or of the charitable or not-for-profit sector through working or volunteering in the sector, or being a trustee
- Management experience in the public, private or voluntary sector
- Experience of working in small charities

**Other**

- Strong network - ideally relevant to our work
- Experience of, or interest in, the work we do or the people we work with.

## Statement on diversity

Tibet Relief Fund is committed to valuing diversity and equality of opportunity for employment, career and personal development. We believe that people from different backgrounds bring perspectives and skills that create fresh ideas, thinking and approaches that make the way work is undertaken more effective and efficient. We know that the more inclusive we are, the better our work will be.

## Statement on safeguarding

Tibet Relief Fund is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults. It expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process, in accordance with this commitment and our Safeguarding Policy.

## Remuneration

This position is voluntary, with no remuneration. Reasonable travel and other out of pocket expenses incurred whilst carrying out this role will be covered.

## Location

Currently remote working with board meetings being online. Physical meetings, when possible, will be held in our office in London.

## Time commitment

Board meetings are generally held four times a year. In addition to the quarterly board meetings, there will be additional *ad hoc* meetings and communication with the CEO. On occasion, you will also be asked to help or advise on matters relating to your areas of expertise.

**Term** is three years and may be extended by another three years. A treasurer/trustee cannot sit for more than two consecutive terms.

## Links

[www.tibetrelieffund.co.uk](http://www.tibetrelieffund.co.uk)

[www.enlightenedgifts.org](http://www.enlightenedgifts.org)