



Board Treasurer Recruitment Pack

Who we are

Survivors' Network is the Rape Crisis centre for Sussex, offering a range of survivor-centred services including ISVA services, specialised trauma-based counselling, group work, helpline and drop-in support. We've more than doubled in size the last few years and are recruiting a trustee to join and support us in our next, exciting phase.

Our vision

Uniting to confront sexual violence, abuse and harassment so that no one has to face the impacts alone

Our Mission

- Delivering accessible, survivor-centred services across Sussex
- Empowering our communities to stand up against sexual violence, abuse and harassment through education, training and campaigning
- Demonstrating and advocating for intersectional feminist leadership

Our values

We are compassionate

We hear, we listen, and we believe survivors. We take care of ourselves so that we can support others. We set boundaries and we uphold them too, while always striving to understand the needs and perspectives of our communities.

We are empowering

We create space for all voices to be heard. We lift each other up and believe that we're all leaders. We understand the importance of communication and feel confident to challenge and to ask questions. We're transparent and take ownership of our decisions, even the difficult ones.

We are collaborative

We're stronger together, so we work with others to build valuable relationships. Many of us are survivors ourselves and survivor voices are woven into everything we do. We're constantly learning, understanding our own privileges and seek to dismantle bias and discrimination both within and outside our organisation.

We are brave

We seek out new ideas and speak up for our beliefs. With the courage to try new ways of doing things, we learn and unlearn as we go. Our feminist leadership empowers us to be creative and innovative, celebrating our successes and learning from our mistakes.

Here's a bit more [about us](#), our [financial health](#) and our [5-year strategy and business plan](#).

The role of a Board Treasurer

The Treasurer supports the board to oversee the financial matters of the charity in line with good practice, the Constitution and legal requirements, and report to the Board at regular intervals about the financial position of the charity. The Treasurer will ensure that effective financial measures, controls and procedures are put in place and are appropriate for the charity.

Despite this all trustees are individually and jointly responsible for the overall governance and strategic direction of our organisation, and its financial health, the integrity of its activities, developing the organisation's aims, objectives and goals in accordance with the constitution, legal requirements and regulatory guidelines.

Here are the responsibilities and duties for all board members and for the Treasurer specifically.

Main responsibilities

- To promote the vision, mission and values of the organisation
- To ensure that the charity staff and volunteers function within all relevant legal and regulatory requirements, and in line with the constitution, continually striving for best practice
- To demonstrate integrity you'd expect with the position of trustee, undertaking duties in a way that adds to public confidence and trust in our organisation
- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where Board Trustees may be in breach of their duties
- To determine the overall direction and development of the charity through good governance and clear strategic planning
- To avoid any personal conflict of interest
- To oversee the use of the resources of the charity to optimise its potential
- To ensure robust systems are in place for internal financial control and protection of the charity's funds and assets
- To take part in a thorough induction and invest time in relevant ongoing learning.

In addition, the Treasurer has responsibility:

- To support the Board to oversee and to ensure appropriate presentation of budgets, accounts, management accounts and financial statements.
- To ensure appropriate presentation of accounts and records, ensuring that financial resources are spent in accordance with the charity's policies, good governance, legal and regulatory requirements.

Main duties

- Ensuring the charity complies with its legal and regulatory requirements and acts within the confines of the Constitution and in the furtherance of its charitable objects
- Acting in the best interest of the charity, beneficiaries, and future beneficiaries
- Promoting and developing the charity to help it grow and maintain its public benefit, recognising that there may be a situation when it is more appropriate to wind the charity up, where there is no longer a need for its services or because the charitable objects are no longer relevant
- Maintaining sound financial management and control of the charity's resources
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities for the CEO and senior managers
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance
- Participating in senior staff recruitment, grievance and disciplinary appeals processes and investigations, as required
- Maintaining absolute confidentiality about all aspects of trustees' business.

In addition, the Treasurer's duties include:

- Liaising with the Head of Finance and CEO
- Ensure that financial operations and processes follow the [Charity Commission's guidance](#)
- Supporting the Board to monitor the financial viability of the charity
- Ensuring that staff create sound financial instruments for the control of charity assets
- Advising on the financial implications of the charity's strategic plan
- Ensuring that the annual accounts are compliant with the current charities' SORP
- Ensuring close working relationships with the internal audit and risk subcommittee
- Ensuring that sound financial management is maintained and ensuring expenditure is in line with the charity's objects
- Where necessary, act as a counter signatory on charity cheques and any applications and receipts of funding.

What we'd like from you

We'd love to hear from you if you'd like to step into the Treasurer role. You'll also need to be supportive of and keen to help us deliver on our vision and mission in a values-aligned way.

We're an open, engaged group who likes a good discussion and being challenged with new perspectives, so we encourage applicants who will feel comfortable bringing their whole self to our Board.

We're striving for representation on our Board and warmly welcome applications from underrepresented groups, including trans women.

Skills and other qualities

There are lots of skills and qualities that we'd like to have on the Board, but you don't need to tick every box to apply. So please still get in contact for a chat if you tick some but not all of these.

Skills

- Expertise in financial management and governance is a must

- Good organisation skills
- Good communication skills
- Ability to navigate complexity

Other qualities

- Change mindset with the ability to be flexible
- Bold, with new ideas
- Commitment to intersectional feminism
- Commitment to serving a broad range of service users' needs
- Team oriented
- Proactive

The commitment

The Treasurer position is for an initial 3-year term that could be extended by another 3 years, if mutually desired. We meet quarterly as a full board and have 2 away days per year – one focused on strategy and the other on governance. In addition, we have two subcommittees that also meet quarterly (maximum) – a Nominations and Remuneration Committee and a Risk and Audit Committee. The Treasurer will work closely with the Risk and Audit Committee. c

Meetings are a mixture of in-person and remote though we'll exploring other models over the next year that reflect our values and are more inclusive.

The process

We'll schedule informal conversations with the Chair and Vice-Chair in the first instance and then more structured interviews after that.

Get in contact

If you'd like to have an informal chat to learn more, please send us an email explaining why you'd like to join the Survivors' Network Board as Treasurer to trustees@survivorsnetwork.org.uk by 30 April 2024.