

**Role Description – Trustee** (with financial management experience)

**Summary**

Akwaaba has an application pending with the Charities Commission to become a registered Charitable Incorporated Organisation (CIO.) Due to a change in personal circumstances of one of our Trustees, we are seeking to appoint a Trustee who has accounting and/or financial management experience, in order to maintain an appropriate mix of required skills/experience.

We are searching for candidates who:

* Have a demonstrable commitment to social justice and migrant rights
* Are committed to horizontal power structures
* Have accounting / financial management (mandatory) and fundraising (desirable) experience
* Have experience of being a Trustee (desirable)

**About Akwaaba**

Akwaaba is a volunteer-run Sunday social drop-in for refugees, asylum seekers and other migrants. Akwaaba (meaning ‘Welcome’ in the Twi language of Ghana) is a safe, welcoming space in which visitors and volunteers connect with one another and construct a shared community. The project aims to reduce social isolation, build lasting relationships between new members of the community and old, offer practical and emotional support and foster solidarity and cohesion in Hackney. Every Sunday afternoon, volunteers and visitors prepare a meal, share their experiences, learn new skills and participate in workshops.

**Organisational Structure**

* Day to day management and coordination of Akwaaba is undertaken by a steering committee of four volunteers.
* A team of volunteer project area coordinators are responsible for managing the Welcome, English teaching, Storytelling, Casework, Bike and Children’s projects.
* Volunteers and members are encouraged to participate in all aspects of the project (if they have the required skills, training or certification) including in decision making processes and organisational working groups.
* Akwaaba’s treasurer handles the accounts and monitors weekly sessional expenses.
* The Board of Trustees is part of the shared community and supports the Steering Committee, volunteers and members in achieving the stated objectives of Akwaaba. Further, the Board has a responsibility to ensure that the organisation meets it statutory obligations and is run in accordance with the Akwaaba governing document

**Role Responsibilities**

While *all Trustees share the responsibility for the financial affairs of the organisation*, one Trustee with financial experience works closely with the Treasurer in order to:

* Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practices.
* Keep our finance policy up to date in collaboration with the treasurer
* Encourage continuous improvement of the financial strategy & planning in collaboration with the Treasurer, Trustees and Steering Committee
* Ensure all relevant procedures, delegations, approvals and controls are in place to safeguard against fraud/misuse of resources.
* Ensure timely and complete financial reporting to the charity commission
* Educate the board of trustees and steering committee with regard to financial matters so they can provide effective challenge
* Meet with the treasurer on a regular basis to discuss accounts and any potential issues
* Support the treasurer in her functions

In addition to the above finance specific responsibilities, the Trustee will:

* Work with other trustees to fulfil their responsibilities towards the governance of the charity
* Support the Steering Committee to continue the development of Akwaaba and its work
* Work with other trustees to ensure the purposes remain in line with the charity’s objects as well as achieve an understanding of the external environment and the charity’s risks and opportunities when reviewing annual reports
* Work with the other trustees on issues of the Board’s renewal and recruitment of new trustees, in line with Akwaaba’s governing document and current best practice
* Provide mutual support and advice to colleagues on the Board
* Work with other trustees to achieve consensus on difficult areas
* Develop and maintain a constructive relationship with the Steering Committee and Treasurer
* Keep abreast of Akwaaba’s work and emerging issues through updates from the Steering Committee

**Other Responsibilities / Participation**

* We would encourage and welcome Trustees taking part in Akwaaba events.
* Contribute specific interest and contacts in support of Akwaaba’s communications, fundraising and external engagement work (desirable).

**Time Commitment**

It is expected that the Board will meet 3-4 times a year and attendance at general meetings, Akwaaba events and Sunday sessions is encouraged. The Trustee can reasonably expect to spend 5-6 hours per month on responsibilities specific to their finance responsibilities.

**How to Apply**

If you would like to be considered please email akwaabalondon@gmail.com a supporting statement explaining why you would like to be considered, preferably with an up to date CV if available. The deadline for applications is 26/6/2018.

All applications will be reviewed by members of the Steering Committee and the current trustee board - those short-listed will be interviewed. We would encourage applications from those with migrant backgrounds. If you have any questions about the role please contact [akwaabalondon@gmail.com](mailto:akwaabalondon@gmail.com)