

Recruitment Pack: Treasurer

(March 2024)



Overview

Debt Justice is looking for a Treasurer to support our board to meet our financial responsibilities. Debt Justice is a UK based campaigning organisation that challenges poverty and inequality caused by unjust debt. In solidarity with global allies, we actively challenge the way that debt is used to sustain colonialism and exploitation in the global economy. At the same time, we use a community organising approach to build the collective power of people with lived experience of debt in local communities across the UK. Our local groups bring people on the frontlines of economic injustice together to lead campaigns and win systemic change to tackle the household debt crisis.

As the Treasurer, you will play a key role in helping us fulfil our mission. You will also benefit from:

- Opportunities to make strategic decisions and develop new skills
- The chance to support an economic justice organisation campaigning in solidarity with people affected by debt in local communities and in the global south.
- Induction and training to help you in your role as Treasurer, including a nominated trustee-buddy to provide peer-support

We are committed to equity, justice, diversity and inclusion across our work and this includes taking measures to support your application and your ability to participate in board meetings, including but not limited to:

- Any travel or childcare costs reimbursed
- The option of joining board meetings remotely
- Discussing your accessibility needs and making reasonable adjustments as needed

Experience of being a Treasurer is not essential. We are looking for someone who has skills in financial management and there is no requirement of any knowledge of campaigning, advocacy or communications. If you are interested in becoming a Treasurer for the first time, [we'd be happy to talk to you](#) about what it involves to help you make up your mind.

We are committed to providing equal opportunities for everyone regardless of background. We recognise that people face systemic oppression based on factors including their gender, ethnicity, sexual orientation, age and disability and therefore we have a responsibility to centre anti-oppression in our work. We also recognise that people from certain backgrounds are under-represented in this sector and we are committed to addressing this in whatever way we can.

To express our commitment to achieving a more diverse board, we are aiming for 50% non-male board membership and 15% people of colour. We would particularly like to encourage applications from women and non-binary people, people of colour, people who identify as LGBTQIA, people with disabilities and/or chronic health conditions and people who identify as working class or have done in the past.

If you are not sure whether to apply, please get in touch and we would be more than happy to [have a chat](#) and answer any questions you may have.

Remuneration

This is a voluntary, unpaid position. Travel expenses are provided, and funds are also available to support childcare arrangements if needed.

Commitment

Board members are expected to attend three board meetings a year in February, June and October. Each year board members will set the following year's board meetings times and dates and so you will have the opportunity to suggest changes for 2025 dates, in discussion with other board members.

You will also be required to prepare for each board meeting by reading board papers which are sent two weeks in advance of the board date.

The Treasurer also chairs the Finance and Resources Committee which is a sub-committee of the board and meets four times a year.

About Us

Vision, Mission and Values

Debt Justice is a UK charity working to end poverty, inequality and exploitation caused by unjust debt. We do this through research, education, campaigning, and organising, based around the principles of solidarity and partnership. We seek to strengthen the global movement for economic justice through everything we do.

Our vision is of a world that is fair, democratic and sustainable, where everyone has their basic needs met, their human rights respected, and the opportunity to flourish, live a dignified life, and contribute to their community and to society as a whole. This is a world where finance and the banks serve the public interest, and where no-one is exploited, oppressed or driven into poverty by debt.

We have a small, highly-skilled team with an agile, creative and flexible approach, a network of local activists across the UK, a growing community of online activists, and a strong network of allies in the UK and around the world. All of this adds up to a big impact, relative to our size.

Key victories in recent years include:

- \$130 billion of debt cancellation for global South countries as part of the Jubilee 2000 campaign
- An Act of Parliament to protect 40 lower income countries from being sued by vulture funds in UK courts
- [\\$1 billion of debt cancellation](#) by the IMF, and \$13 billion of debt payments suspended, during the Covid-19 pandemic
- Suspension of Ukraine's debt repayments following Russian invasion
- £500 million support fund and [£65 million vulnerable renters package](#) announced to support people with the financial impacts of the Covid-19 pandemic
- Cancellation of school meal debt in Glasgow and the introduction of new measures to reduce Bailiff use across the city of Manchester.

Our work is guided by our five-year organisational strategy that covers the period 2020-2025. Our current priority work areas are the sovereign debt crisis in the global south; the UK's household debt crisis; and the intersection between global south debt, the climate crisis and colonialism.

About the Role

Summary:

- The Treasurer takes lead within the Board of Trustees for all financial matters. They are responsible for Debt Justice's financial management and oversight.
- You will need to be able to attend three Board meetings a year and quarterly finance committee meetings, and to be available to provide advice to the staff, Chair and Vice-chair on an ad hoc basis.

Accountable to: Board of Trustees of Debt Justice

Specific responsibilities as Treasurer:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Identifying financial risks facing the organisation and recommending appropriate action
- Ensuring that the organisation has an appropriate reserves policy
- Approving financial reports and presenting them and the annual accounts to the board, drawing the board's attention to important points.
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans

- Ensuring that the charity has an appropriate investment policy which does not conflict with the charity’s aims, and monitoring implementation
- 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
- Keeping the Board informed about its financial duties and responsibilities
- Advising staff on financial matters
- Liaising with the Charity’s auditors, including chairing an annual meeting with the auditors to discuss the Auditor’s Report and Accounts before reporting on this to the Board

General responsibilities as a Trustee:

Statutory duties:

- Ensuring that Debt Justice pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. the memorandum and articles of association), 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 (i.e. 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
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Director

Additional duties:

- Scrutinising board papers
- Applying any skills, knowledge or experience to help the Board of trustees reach sound decisions
- Participation in Board meetings
- Helping with fundraising (such as by providing contacts and making approaches as appropriate)
- Sitting on Board committees, as required
- Sitting on recruitment and disciplinary panels, as required

Person Specification

Essential:

Finance	<ul style="list-style-type: none"> • Appropriate financial qualifications and experience (normally a qualified member of one of the member bodies of the Consultative Committee of Accountancy Bodies (CCAB)) • Experience of charity finance • The skills to analyse proposals and examine their financial consequences and make recommendations to full board based on sound financial principles
Strategy and vision	<ul style="list-style-type: none"> • Commitment to the vision, mission and values of Debt Justice • Strategic vision
Critical and creative thinking	<ul style="list-style-type: none"> • Ability to think creatively • Willingness to speak one’s mind • Good, independent judgement • Ability to work effectively as a member of a team
Commitment	<ul style="list-style-type: none"> • Willingness and ability to devote the necessary time and effort to carrying out the trustee role effectively, including participating in board meetings and calls in between meetings, scrutinising board papers, and responding promptly to board

	<p>email discussions and willingness to be available to staff for advice and enquiries on an ad hoc basis</p> <ul style="list-style-type: none"> • Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, especially those set out in The Charity Commission’s guidance The Essential Trustee (CC3) and Debt Justice’s Memorandum & Articles of Association • Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. • Commitment to ongoing training and development as a trustee
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Eligibility

Please note that some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

- Anyone who has an unspent conviction for an offence involving deception or dishonesty
- Anyone who is an undischarged bankrupt
- Anyone who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement
- Anyone under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

How to apply

To apply for the role please submit your CV with a letter of interest of no more than 2 pages, Your cover letter should demonstrate how you meet the requirements under the four headings in the person specification and confirm that you are eligible to act as a charity trustee.

Please send your CV and cover letter to application@debtjustice.org.uk by **9am on Monday 29 April**

Interviews will take place on zoom on **Friday 10 May**. We can provide funds for childcare if this is needed to enable candidates to attend an interview.

The Chair of Debt Justice’s Board is available to answer any questions about the role so please get in touch with us, we’d love to have a conversation with you.

If you would like to arrange a telephone conversation, please contact matt@debtjustice.org.uk.

Thank you for your interest.