TRUSTEE RECRUITMENT PACK

TREASURER
TABLE OF CONTENTS

03 Who we are

04 What we value

05 Treasurer Role

06 Treasurer Skills

07 Trustee Role

08 Meet the team

09 How to apply
UN Women is the only global organisation working to make gender equality a reality in every way: from grassroots programmes with the most vulnerable women and girls, to changing attitudes, and helping governments design gender-equal policy.

One of the youngest organisations in the UN family we are growing at a rapid pace both globally and in the UK. You will join at an exciting time of expansion for the charity building on a solid financial foundation.

Three of our founding trustees are leaving at the end of their terms having done incredible work to build and professionalise UN Women UK. We are now looking for Trustees with the vision and skills to guide us into the next 5 years.
WHAT WE VALUE

The things we believe in that help make UN Women UK extraordinary

WE UNITE FOR EVERY WOMAN
We work for every woman and girl, inclusive to the core.

Gender equality is good for everyone, including men.

Respect every individual as a human being, as a professional, expert voice. Never exploit beneficiaries' stories.

WE BELIEVE IN BETTER
We are positive and solution-orientated. We offer action, not problems.

Change starts are home: we are not ‘saving’ women in the developing world, we're eliminating inequality globally.

Whenever there is something happening in the world that is fundamentally wrong, we are not afraid to speak up.

LET'S CHANGE THE WAY THE WORLD WORKS FOR WOMEN
There is nothing wrong with women or girls – we are changing the systemic issues holding them back.

Change is achievable, in bitesize chunks. Do one small thing, and get one other person to do something.

We are not the gender equality movement – you are.
The trustee’s role is to be the ‘guardians of purpose’, making sure that all decisions put the needs of our beneficiaries first, acting at all times in the best interests of the charity and being actively involved in all decisions.

Working collectively, the board of Trustees raises awareness about the mission and work of UN Women UK, advocating on its behalf and raising funds for global programmes.

The Trustee Board must always act in the best interests of UN Women UK, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom they had responsibility.

The Trustee Board must act as a group and not as individuals.

**SPECIFIC TREASURER DUTIES AND RESPONSIBILITIES**

- Support the preparation of budgets, accounts and financial statements with the ED and COO
- Work with the COO to prepare the annual financial accounts and submit them to the Board at year-end
- Present the Board Financial Statement at the organisation’s Annual General Meeting
- Ensure that appropriate accounting procedures and financial controls are in place
- Make Board members aware of their financial obligations and take a lead in interpreting financial data to them
- Alongside the ED and COO regularly report the financial position at Board meetings (balance sheet, cash flow, fundraising performance etc) and position in relation to financial commitments to UN Women
- Take an active role in supporting the fundraising activities of the organisation appraising the financial viability of plans and proposals
PERSONAL SKILLS, ATTRIBUTES AND EXPERIENCE

- Strong interest in, empathy with, and commitment to the vision, mission and values of UN Women UK
- A successful track record of building successful organisations and or charities, particularly through periods of change and growth
- Qualified accountant with experience of financial management and accounting relevant to voluntary and community organisations.
- Knowledge of fundraising methodology and practice in the charitable sector. Some experience is desirable.
- Good financial analysis skills and good independent commercial judgement.
- IT literacy with access to a PC and the internet.
- Familiarity with, and involvement in, successful fundraising initiatives through Trustee access to a wide-reaching network
- An ability to speak out for the cause of UN Women UK across a variety of public and private platforms
- An understanding of how to achieve the highest standards of governance within an organisation
- Ability to think creatively
- Strong interpersonal skills and the ability to communicate clearly, speak authentically and provide timely advice
- Ability to work effectively as a member of a team
- Ability to devote the necessary time and effort
- Understanding and acceptance of the legal duties, responsibilities and liabilities of a trustee role

Note:
The time commitment of a Trustee will vary during the year. It is estimated that the time equates to an average of 3 days per month (including preparing for and attending UN Women NC UK Board meetings, the AGM and Trustee Committee meetings).

Trustees are responsible for carrying out all statutory trustee responsibilities according to the law of England & Wales.
MEET THE TEAM

BARONESS SANDY VERMA
Chair of the Board

CAROL ROSATI OBE
Vice Chair

SHILEY COOPER OBE
Current Treasurer

KAT WORTH
Company Secretary

MICHAELA GREENE
Trustee

KAT SLADDEN
Trustee

STEVE EDWARDS
Trustee
Application Details

Deadline for application 8th May 2023

Interviews from 15th May 2023 (online)

Start Date 1st June 2023

Apply here: https://rb.gy/299x

Please note we only accept applications via this form. If you need any assistance with your application please contact us on hr@unwomenuk.org.