

ROLE DESCRIPTION FOR TREASURER

The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. In charities without paid staff, the Treasurer may take a greater role in the day-to-day finances of the organisation.

Treasurer of MRN

In addition to the general responsibilities of a trustee, duties of the treasurer include the following.

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies -the Charity Commission and the Registrar of Companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (in MRN's case independent examination) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

Person specification

In addition to the person specification for a trustee, the treasurer should have the following qualities.

- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Being prepared to make unpopular recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

We particularly welcome and encourage applications from individuals who are migrants or refugees, and who have lived experience of the impact of immigration policy and practice.

About Migrants' Rights Network

Migrants' Rights Network is an innovative UK- based NGO working and campaigning for the rights of all migrants

Our work brings together migrant activists and support organisations, think tanks, academics, faith groups and public sector representatives to advocate for a rights-based approach towards migration in the UK.

Launched in 2006, we have worked to create the foundations for a UK civil society movement in support of migrants, through building lobbying and campaigning, online and media work, public events and providing support to migrant community activism. We particularly promote the concerns of migrant groups creating space for them to voice their views and experiences.

Our work is based on the following core activities:

- Developing a dynamic and diverse network that builds bridges across different sectors and interests, helping to get migrants' voices heard where it matters;
- sharing information and expertise, and building knowledge and skills across different migrant communities;
- Keeping our members informed with news and analysis, including providing up-to-date policy analysis, informing campaign priorities and co-ordinating action
- Supporting local and regional debates about immigration issues
- Strengthening local voices at national level
- Raising awareness among government and those in the public sphere about migrant interests and needs so that they can be involved in debates about migration.