



## Irise International- Treasurer

*An opportunity for an experienced professional and accountant to join a friendly and flexible team to provide financial oversight and support good governance.*

Focus of role	Providing oversight and supporting good governance
Time commitment	Board meetings every 3 months (often virtually with a 1-2 in-person meetings a year) Expect to spend 2-4 hours a month on related activities in between meetings.
Term	2 year term which may be renewed by mutual agreement
Expenses	Eligible to be reimbursed for all reasonable expenses incurred carrying out the role
Essential experience	Qualified accountant with at least 5 years' experience in the charity sector

### Background

**We are an award winning, global leader in menstrual health programming, research, advocacy and policy development, transforming girls' lives through period equality.**

Irise's vision is a world where everyone can realise their potential, unlimited by their periods. We support young people and their communities in the UK and East Africa to overcome menstruation related barriers- working on issues girls tell us are ways their periods hold them back. We deliver practical programmes, undertake innovative research and advocate for policy and practice change. We believe that when we are led by women and girls' and informed by robust evidence, long lasting social change can be achieved.

We are a Charitable Incorporated Organisation (CIO) established in 2014 with a UK Team of 3 staff managing a network of between 50-100 volunteers and advocates and a Ugandan Team of 13 staff managing a community network of over 100 people. Our annual turnover will be between £200,000-250,000 in 2020 and is increasing year on year.

A recent evaluation of our DFID funded project to create menstruation friendly schools in Uganda found a 50% reduction in menstrual related absenteeism and increases in girls scoring highly in their exams. One girl told us, *“Before I was fearful, I could not stay in friendship, I was fearful even coming to school, nowadays I am free, I go to school, I jump!”*

In 2019 we were thrilled to receive the [Power Together Award](#) from the Global Women Leaders Forum in recognition of our exceptional contribution to the movement to end period poverty and shame. We are also excited to be part of the [UK government's Period Poverty Taskforce](#) working to institutionalise period equality for everyone.

You can view a summary of our current strategic plan “Dismantling stigma, realising potential” [here](#).

Our Treasurer of five years is stepping down to join our board of advisors. She has supported our Head of Operations to develop our current financial systems alongside supporting the team to manage the challenges of international governance. Our systems have been rigorously reviewed as part of due diligence for our recent grants, including a grant from UK Aid Direct.



The focus of this role moving forward will be to provide oversight, support financial and strategic decision making and ensure the team is responding to and managing change and growth appropriately.

### **The role**

The Treasurer is responsible, on behalf of the Board of Trustees for maintaining an overview of the organisation's financial affairs, ensuring its long term financial viability. This involves ensuring proper financial records are kept, the Board is kept up to date with the organisation's current financial state by being made aware of any risks or uncertainties, and that proper procedures are maintained in line with auditing requirements.

### **Key responsibilities:**

- Ensuring that appropriate budgets, accounts and financial statements are developed (process led by the CEO) and ensuring these are appropriately reported to, and approved by, the Board of Trustees.
- Working with staff to identify any financial risks facing the organisation and recommending appropriate action.
- Ensuring that the organisation has a robust Fundraising Strategy and monitoring its implementation and reporting on it the Board.
- Advising on whether the financial resources of the organisation meet its present and future needs, and on any remedial action required, ensuring that the organisation has an appropriate Reserves Policy.
- Ensuring that appropriate accounting procedures and controls are in place, in line with audit and Charity Commission/Companies House requirements, and that the organisation operates within a sound financial framework.
- Ensuring that the organisation has appropriate financial policies in place and advises the CEO of any required changes.
- Liaising with CEO and other managers about financial matters.
- Ensuring that any restricted funds received for specific purposes are appropriately spent and accounted for.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and relevant statutory bodies, e.g. The Charity Commission and/or the Registrar of Companies.
- Liaising directly with staff from time to time re financial issues or related governance issues.
- Advising trustees and liaising with the Chair on financial issues or related governance issues.
- Taking responsibility to act as a counter signatory on the organisation's cheques and contracts where required.

### **What are we looking for:**

Most importantly we're looking for a dedicated, proactive professional who wants to help create a world where everyone can realise their potential, unlimited by their periods. We're looking for someone who can really buy into our ethos and approach.



## Skills and experience:

### Essential

- A qualified accountant with at least 5 years post qualified experience
- Experience working in finance in the charity sector
- Prior experience of governance

### Desired

- Experience working in or with East African organisations
- Prior experience as a treasurer of a small to medium sized UK charity

**Benefits:** An opportunity for flexible, expert volunteering as part of a friendly international team. The role is focused on providing oversight and high-level support. The day to day is handled by our team.

**Time Commitment:** The board meet at least every 3 months, often virtually with a 1-2 in-person meetings a year, usually in London. Meetings range from 1-4 hours. Expect to spend an average 1-2 hours a week on activities or meetings related to the role. The role is meant to be compatible with a full-time job and the aim is always for trustee input to be as time efficient as possible.

**Term:** Trustees generally serve a two or three year term which may be renewed by the board depending on the needs and desires of the organisation and the individual trustee.

**Expenses:** Trustees shall be reimbursed whenever possible for all reasonable travelling, subsistence and other expenses incurred in connection with their attendance at meetings or in carrying out any other duties or responsibilities of the role, but otherwise shall not be paid a remuneration.

**Recruitment process:** Please share your CV and a cover letter explaining why you would like to become the Treasurer of Irise International with [emily@irise.org.uk](mailto:emily@irise.org.uk) If you have questions about the role or would like to discuss in more detail before you apply please email [emily@irise.org.uk](mailto:emily@irise.org.uk) to arrange a time for a phone call. Initial interviews will be conducted on a rolling basis over skype or the phone. The deadline for applications is 31<sup>st</sup> March 2020.