

Treasurer

Engineers Without Borders UK



UK
ENGINEERS
WITHOUT BORDERS

Welcome

Thank you for your interest in joining Engineers Without Borders UK's Board of Trustees. This document will provide more detail of the organisation, the Treasurer role and how to apply. If you have any further questions do not hesitate to get in contact at hr@ewb-uk.org.

About us

We're part of a global movement of over 60 Engineers Without Borders organisations and tens of thousands of committed individuals and organisations. Together, we are working to put global responsibility at the heart of engineering, to ensure a safe and just future for all.

As a charity, we have long championed the need for engineers to understand the vital role that we all have to play in addressing the grand challenges facing society today. In 2021, we refreshed our strategy, emphasising the need to put global responsibility at the heart of how all engineering is taught and practised. With a different approach, the engineering community has the power to rapidly transform our world for the better and ensure a safe and just future for all.

As society moves towards the deadline to meet the UN's Sustainable Development Goals (SDGs), we are striving to reach the tipping point for globally responsible engineering. We do this by inspiring, encouraging the engineering community to commit to global responsibility, upskilling, so that people are equipped to put purpose into practice; and driving change, collaborating with companies, universities and a wide variety of organisations to accelerate globally responsible engineering becoming mainstream.

By 2030 we will build a movement of over half a million people who individually commit to making a difference and transforming the culture of engineering. This is an ambitious goal but the scale of the challenge that we all face demands it.

Our vision

Society balances the needs of all people with the needs of our planet.

Our mission

To put global responsibility at the heart of engineering.

That is where you come in! The role of our Treasurer is vital to ensure effective governance and to provide direction and advice to ensure the Board of Trustees and staff to make financially sound decisions that will support the achievement of our mission.

The headlines

Role title: Treasurer

Date issued: February 2022

Responsible for: Overseeing the charity's financial administration, risk-management and performance and duties of a Trustee, e.g. adherence to charity regulations.

Location: Remote, but the ability to attend some quarterly board meetings and subcommittee meetings in central London, UK is desirable (when permitted under COVID-19 guidelines).

Type of post: Three-year term. Approximately one day per month.

Remuneration: Voluntary. Expenses can be reimbursed.

Application deadline: 5 pm (BST) Sunday 6 March 2022.

Interview date: 7-25 March 2022, virtually.

Start date: As soon as possible, preferably before our next Board Meeting (Wednesday 27 April).



Role description

As Treasurer, you will be expected to provide insight and overview on all aspects of our financial management and reporting to support the Board of Trustees and staff to make financially sound decisions. With aspirations to grow in line with our 2021-2030 strategy, we are looking for a Treasurer who ideally has some experience in supporting growing organisations to develop supportive financial practices.

All Trustees are expected to uphold the principles of good governance and externally promote Engineers Without Borders UK positively and passionately. As Treasurer, your additional responsibilities are to:

- Advise on the financial implications of the charity's strategic plans and support the development of our financial strategies to help us deliver against this.
- Monitor the financial administration of the charity, in compliance with charity law and our governing document.
- Monitor and advise on the charity's financial risk-management and financial viability of the charity.
- Chair the finance committee and report back to the Board of Trustees.
- Oversee the presentation of budgets, internal management accounts and annual financial statements to the board of trustees.
- Ensure that proper accounting records are kept and that financial resources are properly invested and economically spent.
- Provide Board-level liaison with our external auditors and external bookkeeping provider.
- Oversee the ongoing development of internal financial processes and policy.
- Act as a counter signatory on accounts and applications to funders where necessary.

Person specification

To ensure you're the right person for the role and can achieve success for Engineers Without Borders UK, we think that the following skills, expertise and attitudes are essential for this Treasurer role:

- Passionate about our purpose.
- Interest in the role of a Trustee.
- Experience of financial management at an appropriate level including overseeing the preparation of accounts for audit.
- Knowledge of, or ability to learn, regulatory requirements of charitable finance.
- An understanding of the duties of a charity trustee. Part of your role on the Board of Trustee will be to ensure that the Charity remains up to date with the latest requirements and follows good practice.

One or more of the following is highly desirable:

- Experience working with a governing board.
- Previous experience with Charitable accounting, including presentation of accounts under SORP.
- Professional accountancy qualifications (ACA, ACCA, ACMA or equivalent).
- Professional experience in a senior role with finance function oversight.

Our team

We believe that the performance of our Board of Trustees and staff team is dependent on a diverse group of people coming together under a common purpose with shared values and principles. For our people, these translate into the following behaviours which are expected of everyone:

Passionate about our purpose. Is driven by deep feelings and motivations but recognises the bigger picture and is not self-righteous or judgmental of others.

Team player. Caring and supportive of others, keen to nurture the growth of others whilst maintaining awareness of self and personal development.

Respectful. Aware and respectful of different opinions, always assuming positive intent and collaborating to find common direction. Able to follow and respect decisions, as well as make decisions that are respectful of others.

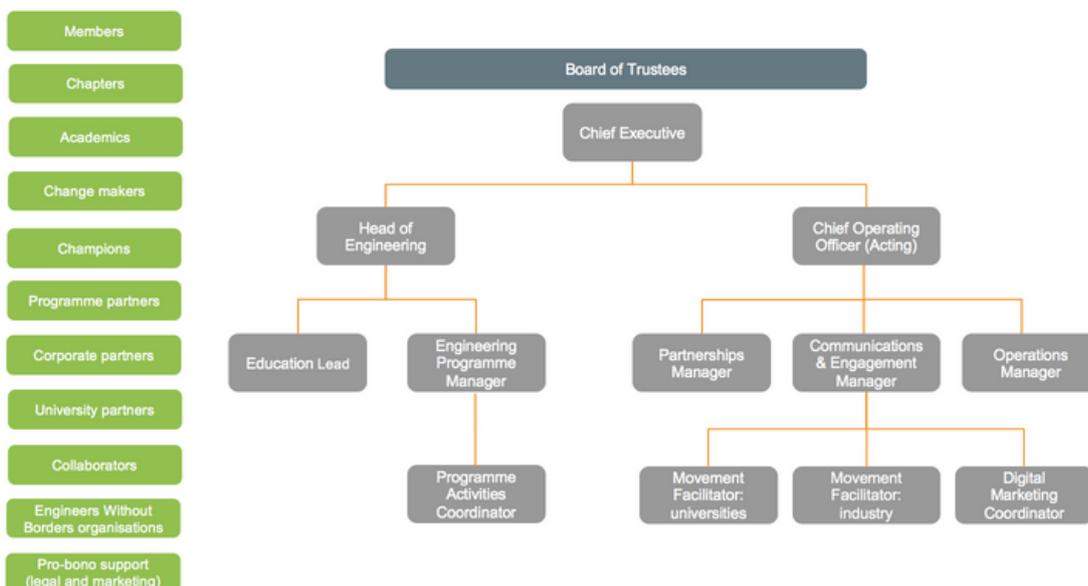
Professional. Acts with integrity, recognising role as an ambassador of Engineers Without Borders UK. Well organised, punctual and self-motivated, delivering work to a high standard.

Open and inclusive. Open to the ideas and suggestions of others. Willing to encourage the insight of others and invite challenge to your own thinking.

Inquisitive. Is willing to learn and contribute with a curious mind and constructive thoughts and feedback.

Dependable. Trustworthy and genuine, reliable and self-disciplined, doesn't over-commit or set unrealistic expectations, is sure to communicate challenges so that they can be dealt with in a timely manner.

Creative. Able to bring new ideas and approaches and has an opportunity-driven mindset whilst recognising the importance of focus and clear direction.



Commitment

We expect all our Trustees to show a deep commitment to the work we do and our vision for globally responsible engineering. You must be able to commit at least one day per month to the role which would include attendance at quarterly Board meetings, subcommittee meetings and internal and external events as appropriate.

Engineers Without Borders UK Trustees serve a three-year term and can serve two consecutive terms. The Board meets once every quarter over the financial year. This is usually on a weekday from 4:30pm - 6:30pm either virtually or at the Engineers Without Borders UK office in central London. Trustees are expected to attend the Annual General Meeting and a 'Board Away Day' during the year. Trustees are also asked to join subcommittees of the Board which meet at least once prior to upcoming Board Meetings.

To be appointed, Trustees of Engineers Without Borders UK must be members of the organisation. If not already a member, details can be found [here](#).

Diversity, equity and inclusion

Engineers Without Borders UK is guided by a set of principles that we believe will help ensure that all viewpoints and knowledge are heard, included and respected.

We want to make the recruitment process inclusive and accessible. We would be happy to provide any further support that you may require - please get in touch with us via hr@ewb-uk.org and we can think together about how to make this process easier for you.

We especially encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation.



How to apply

To apply please send a CV (two pages maximum) and a covering letter (up to two pages) to hr@ewb-uk.org with the role title in the subject line. Please outline clearly in your covering letter:

- Your reasons for wanting to join Engineers Without Borders UK's Board of Trustees
- How you meet the role description and person specification
- Your availability to be interviewed between 7-25 March 2022 (virtually)
- Where you saw the role advertised

The deadline for applications is 5pm (GMT) Sunday 6 March 2022 and we expect to interview shortlisted candidates between 7-25 March 2022.

Recruitment information

- We receive high volumes of applications for all roles so, to keep administrative costs to a minimum, we will only contact shortlisted candidates.
- Engineers Without Borders UK is committed to selecting candidates for employment based on aptitude and ability, irrespective of gender, race, ethnic origin, disability, nationality, sexuality, religion or belief, marital status or social class.
- Please refer to our Privacy Policy for details of why and how we collect and store your data.

We appreciate your time and look forward to hearing from you.