



**TREASURER TRUSTEE  
RECRUITMENT PACK**

## About CFAB

At Children and Families Across Borders (CFAB), we protect vulnerable children separated from their families across international borders. As the only UK charity with a children's international social work team, and the UK's only member of the International Social Service network, we can alert social services and professionally assess long-term care options for children in the UK and over 120 countries.

More children are on the move today than at any time since the Second World War. More children in the UK are born into multinational families than ever before. In an increasingly globalised world, increasing numbers of children are finding themselves separated from their families across international borders. This includes children whose parents have died and have relatives overseas, children who have been trafficked or exploited and children who are travelling as unaccompanied refugees.

Most children in these circumstances end up in care systems which are unsuitable for their long-term needs. Children and Families Across Borders makes sure they have the best possible chance of being reunited with their families.

We believe that all children should have the opportunity to enjoy their right to a family life wherever possible, and be protected from abuse and exploitation, regardless of where they are from. Our work has been transforming children's lives for over 65 years and has never been more relevant.

## About this opportunity

Our valued Treasurer has departed after several years of service. We seek someone inspired by our mission and with a strong eye for charity financial governance. As a cross-border, cross-culture children's charity, Equality, Diversity and Inclusion is at the heart of what we do. We are committed to fostering a workplace that promotes mutual respect and allows equal opportunity for all. We seek applications for candidates with diverse backgrounds including, but not at all limited to, family overseas, experience being raised by non-biological parents, ethnic minority communities and people with health conditions or impairments.

## Commitment

We are currently looking to appoint a trustee with appropriate accountancy and management skills to take on the treasurer's role in early 2022. The time commitment is approximately 1.5 days per month and the charity is London based.

## Role description

### CHILDREN AND FAMILIES ACROSS BORDERS (CFAB)

#### APPOINTMENT OF TREASURER TRUSTEE

##### The treasurer role:

In addition to the general responsibilities of a trustee, the overall role of a treasurer is to maintain an overview of CFAB's financial affairs, ensuring its financial viability and that the Staff team has the appropriate skills and capacity to ensure proper financial records and procedures are maintained.

The key duties of the treasurer:

- oversee the Finance Manager on budgets, planning and control;
- ensure the charity has an appropriate reserves policy and investment policy;
- recommend whether there should be a full audit or independent examination of accounts;
- ensure that the accounts are scrutinised as appropriate and any recommendations are implemented;
- keep the Board informed about its financial duties and responsibilities;
- attend the *Finance & HR sub group* meetings and raise questions on the monthly accounts in order to ensure that the financial resources of CFAB meet its present and future needs.
- to provide technical, specialist guidance and advice to the Finance Manager as required.

The *Finance and HR Subgroup* is responsible, on behalf of the Board, for oversight of good financial and governance management, including:

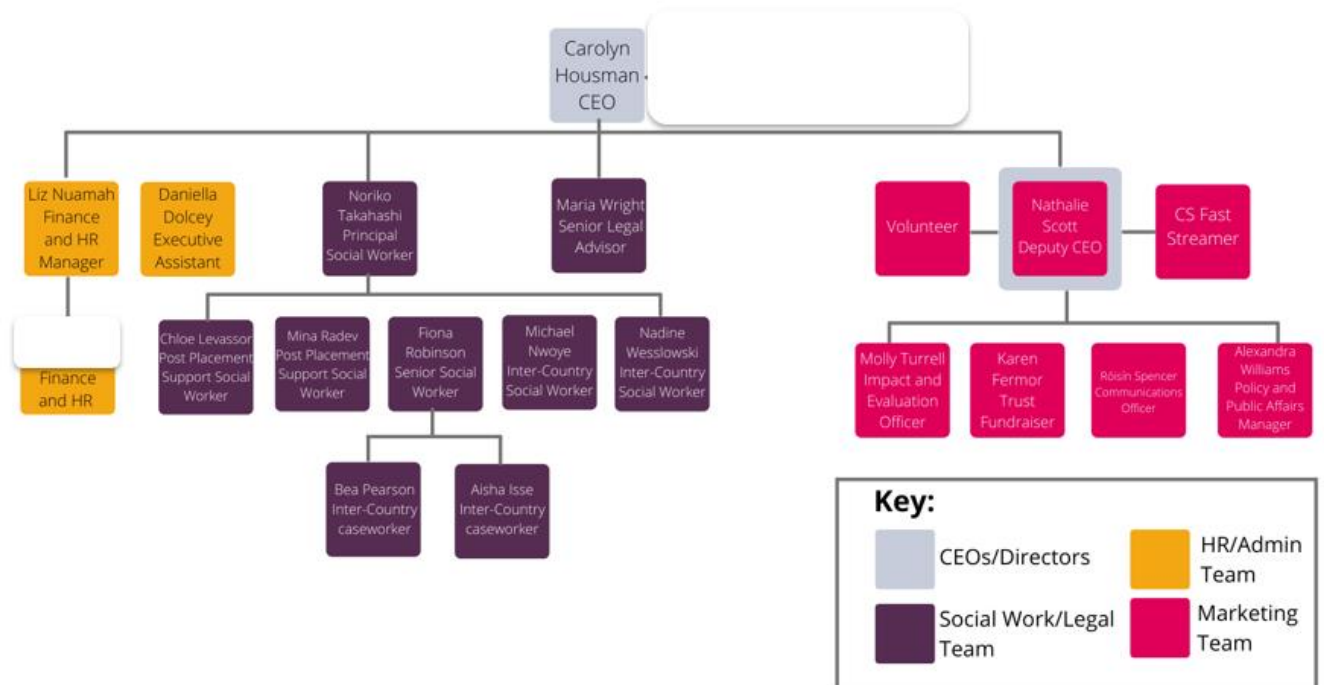
- monitoring of financial targets and performance;
- audit oversight;
- risk management oversight;
- assurance that financial planning and control processes are in place and being implemented on financial policies and controls operated by the staff team;
- assurance that HR policies and procedures are in place and being implemented.
- To receive quarterly updates on financial performance;
- be aware of any proposals regarding significant changes to the team, for example the hiring of new team members;
- make recommendations to the Board regarding key employment issues for example, pensions provision, and pay rises, based on proposals from the SMT;
- ensure CFAB's financial procedures remain in line with good practice, and any changes in legislation, including assuring there is an annual review and revision as necessary of the Finance Procedures Manual;

- ensure CFAB’s employment practice remains in line with good practice, and any changes to legislation including assuring there is an annual review and revision as necessary of the Employee Handbook.

## CFAB Financial information

For the CFAB’s latest accounts, please click here: <https://www.cfab.org.uk/about-us/governance>

## CFAB staff structure



## Next Steps

Interested applicants should please send CVs to [jobs@cfab.org.uk](mailto:jobs@cfab.org.uk). Interviews will take place on a rolling basis.