

Equality in Tourism works to ensure gender equality in the global tourism industry. We help to drive change in the development and practice of global tourism by empowering women through the involvement of local communities and by engaging stakeholders at every level.

After operating as a loose network of like-minded academics, activists and tourism practitioners for five years, we decided to register Equality in Tourism as a charity. This presents a new and exciting phase for us, and we are building a team fit for this next chapter of our journey.

We are looking for a conscientious individual to join our small board of trustees as treasurer. The role of a trustee is to ensure that Equality in Tourism fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Role Description

Objective:

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

Principal responsibilities:

- Overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Directors
- Being assured that the financial resources of the organisation meet its present and future needs and are within the charities objects
- Playing a key role in the development and implementation of appropriate financial reserves policy and investment policies

Main duties:

- Liaising with the directors about financial matters
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Liaising with the charity's auditors where appropriate
- Liaising with the company secretary and directors to ensure that the charities annual accounts are compliant with the current Charities SORP
- Ensuring equipment and assets are adequately maintained and insured
- Keeping the board informed about its financial duties and responsibilities
- 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

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document.

- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.

Together with other trustees to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

Person specification

We're seeking someone who has a strong commitment to gender equality and empathy with our mission. Experience in bookkeeping is required. Previous experience working with a non-profit is preferred but not necessary.

- The capacity to build and sustain relationships with key stakeholders and colleagues to achieve organisational objectives
- Sound judgement and effective decision making
- Impartiality, fairness and the ability to respect confidences
- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Directors

Further details

Remuneration	No financial remuneration, although expenses may be claimed.
Location	Working from home. Office in North London. Meetings by skype.
Time commitment	4 Board meetings per year
Reporting to	Board of Trustees