

# Recruitment Pack: Honorary Treasurer, Jubilee Debt Campaign

(January 2018)



## Overview

Jubilee Debt Campaign is seeking a qualified finance professional with significant experience of financial management and oversight in a charitable context to join its Board of Trustees in the role of Honorary Treasurer.

## About Jubilee Debt Campaign

### Vision, Mission & Values

Jubilee Debt Campaign is part of a global movement working to break the chains of unjust debt and build a finance system that works for everyone.

Founded in 1996, we are a UK-based charity focused on the connection between poverty and debt. Our work is inspired by the ancient concept of the Jubilee, a time long ago when debts were cancelled, slaves freed, and land and wealth redistributed, bringing about greater fairness and equality in the economy and society.

We believe that tackling the injustices resulting from the accumulation of debt is a necessary step towards a world in which our common resources are used to realise equality, justice and human dignity.

Our work combines robust, evidence-based research and policy development with targeted and impactful advocacy and media work and popular education and awareness-raising.

We have a small staff team of 5 people, a growing community of online activists, a network of affiliated local groups and national agencies, and an Academic Advisory Network who advise on our research and policy work.

Key organisational victories and successes include:

- \$130 billion of debt cancellation for developing countries between 2000 and 2015 as part of the global Jubilee 2000 campaign.
- An Act of Parliament to protect 40 poor countries from being sued by vulture funds in the UK courts.
- \$100 million of debt cancellation for Ebola-affected countries: Liberia, Sierra Leone and Guinea.
- A new global network to tackle the dangerous new debt-creating mechanism 'Public Private Partnerships' (known in the UK as the Private Finance Initiative'), currently comprising 150 campaigners in 45 countries.

### Current Priorities

In 2015 we revised our charitable purpose to enable us to bring our expertise and experience of working on debt crises in developing countries to bear on the debt problems facing the UK economy. Our current strategy is underpinned by the view that progress on the debt-poverty trap will only be possible with greater public education and a stronger economic justice movement at the UK and international level. It therefore prioritises movement-building, public education and awareness-raising in order to support more people from more diverse backgrounds to participate in economic justice campaigning and to exercise political agency and voice.

We have four current thematic priorities for our work:

- 1. The new debt crisis in the global South:** Raising awareness of threat posed by a new wave of debt crisis in impoverished countries, working in solidarity with countries affected by debt crises, and advocating for changes to UK law to tackle the role of UK-based banks and financial institutions.
- 2. The household debt crisis in the UK:** Working with partners to raise awareness and public and political support for government action to tackle the household debt bubble and lift households out of the debt poverty trap, and to help elevate the voices and agency of individuals stuck in the debt trap.
- 3. The student debt bubble:** Working with a network of groups and organisations to find solutions to the growing indebtedness of students as a result of hikes in fees for further and higher education, and tackle the barrier that student debt poses to young people from low income backgrounds to accessing education.
- 4. Climate change impacts and indebtedness:** A new stream of work looking at appropriate responses for highly indebted countries vulnerable to severe climate impacts such as hurricanes, with an initial focus on the Caribbean.

## About the Role

### Summary:

- The Honorary Treasurer takes lead within the Board of Trustees for all financial matters. They have responsibility for Jubilee Debt Campaign's financial management and oversight.
- You will need to be able to attend three Board meetings per year in London and quarterly conference calls, and to be available to provide advice to the staff, Chair and Vice-chair on an ad hoc basis.

**Accountable to:** Board of Trustees of Jubilee Debt Campaign

### Specific responsibilities as Treasurer:

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Identifying financial risks facing the organisation and recommending appropriate action
- Ensuring that the organisation has an appropriate reserves policy
- Approving financial reports and presenting them and the annual accounts to the board, drawing the board's attention to important points.
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy which does not conflict with the charity's aims, and monitoring implementation
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies
- Keeping the Board informed about its financial duties and responsibilities
- Advising staff on financial matters
- Liaising with the Charity's auditors, including chairing an annual meeting with the auditors to discuss the Auditor's Report and Accounts before reporting on this to the Board

## **General responsibilities as a Trustee:**

### Statutory duties:

- Ensuring that Jubilee Debt Campaign pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. the memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Director

### Additional duties:

- Scrutinising board papers
- Applying any skills, knowledge or experience to help the Board of trustees reach sound decisions
- Participation in Board meetings
- Helping with fundraising (such as by providing contacts and making approaches as appropriate)
- Sitting on Board committees, as required
- Sitting on recruitment and disciplinary panels, as required

## **Who we are looking for**

Jubilee Debt Campaign has recently undertaken a major review of our governance arrangements and is prioritising bringing on board more female and Black Asian and Minority Ethnic (BAME) trustees, as we believe that strengthening diversity in our governance will help to make the organisation more effective in achieving our aims. We welcome all applications from eligible candidates, but particularly encourage applications from women, and from BAME candidates.

## **Person Specification**

### Essential Skills & Experience:

- Appropriate financial qualifications and experience (normally a qualified member of one of the member bodies of the Consultative Committee of Accountancy Bodies (CCAB))
- Some experience of charity finance, fundraising and pension schemes
- Willingness and ability to devote the necessary time and effort to carrying out the role effectively, including participating in Board meetings and conference calls in between meetings, scrutinising Board papers, and responding promptly to Board email discussions, and willingness to be available to staff for advice and enquiries on an ad hoc basis
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the Board
- Commitment to the vision, mission and values of Jubilee Debt Campaign
- Strategic vision
- Good, independent judgement

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, especially those set out in:
  - The Charity Commission's guidance *The Essential Trustee* (CC3)
  - Jubilee Debt Campaign's Memorandum & Articles of Association
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Willingness to speak their mind
- Ability to work effectively as a member of a team
- Commitment to ongoing training and development as a trustee

#### Desirable Skills & Experience:

- Knowledge and/ or experience of fundraising

#### **Eligibility**

Please note that some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

- Anyone who has an unspent conviction for an offence involving deception or dishonesty
- Anyone who is an undischarged bankrupt
- Anyone who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement
- Anyone under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

#### **Remuneration**

This is a voluntary, unpaid position. Travel expenses are provided, and funds are also available to support childcare arrangements if needed.

#### **How to apply**

To apply for the role please submit send your CV with a letter of interest of no more than 2 pages demonstrating how you meet the requirements in the person specification and confirming that you are eligible to act as a charity trustee.

Please send the CV and cover letter to [matt@jubileedebt.org.uk](mailto:matt@jubileedebt.org.uk) by 9am on Monday 12 March.

The Co-chairs of Jubilee Debt Campaign's Board are available to answer any questions about the role. If you would like to arrange a telephone conversation, please contact Matt Gardner on 020 7324 4722.

Interviews will take place on Thursday 5 and Friday 6 April.

Thank you for your interest.