



Freetown, Sierra Leone

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www.girlsempowermentsummitsl.org

Role description

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| Job title | Treasurer |
| Salary | Unremunerated/ voluntary |
| Duration of role | 3 years, renewable for two terms |
| Time Commitment | <p>A board meeting takes place every month. In addition to this, the treasurer will be expected to have regular catch ups with the Financial Management Team through the financial committee meets.</p> <p>Time should also be allotted to review draft minutes and board related papers (approx. 9 hours a month)</p> |

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| Role purpose and context | The board of trustees sets the strategic direction for GESL to achieve our vision to nurture and enhance the leadership skills of young girls to become effective advocates & social change agents in their communities. |
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| Key duties and responsibilities |
| <p>The treasurer is a full trustee who, together with all trustees, must ensure compliance with relevant charity related laws:</p> <ul style="list-style-type: none"> • Ensure GESL <ul style="list-style-type: none"> a) Complies with relevant governance laws relating to Financial Management in GESL’s areas of operation. |

- b) Reports diligently and accurately to all funding partners.
- c) Pursues its objectives as defined by the organisation's mission.
- d) Uses its resources to further the delivery of its objectives and strategic vision.
- e) Has effective and efficient administration.
- f) Is financially stable.
- Safeguard the values, integrity and reputation of GESL.
- Protect and ensure sound management of GESL's property and resources.
- Contribute actively the board of trustees by providing strategic insights working together with other trustees to set clear targets and evaluate the organisation's performance against these agreed targets.
- Monitor the performance of the Executive Director and leadership team as required and appropriate.

All trustees have the following responsibilities:

- Read all board papers
- Attend board meeting, engaging fully and offering thoughts and scrutiny
- Offer advise in relevant areas of expertise
- Provide close technical support and guidance and assistance to help aid GESL's performance where possible
- Support in fundraising efforts (board contributions or partner introductions)

As treasurer, you will have the following responsibilities and duties:

- Lead the development of financial policies and procedures
- Overseeing the presentation of budgets, management accounts and annual financial statements to the Board of Trustees.
- Steering the board's duty to ensure that proper accounting records are kept, financial resources are managed and well spent in line with good governance and regulatory requirements.
- Liaising with the Executive Director, Country Advisor, Country Coordinator and the Finance Team to monitor GESL's financial activities.
- Monitor and advise on decisions to preserve the organisation's financial health and wellbeing.
- Liaise with external auditors to fulfil relevant audit duties.
- Build the capacity of the finance team to ensure growth in the ability to fulfil the organisation's financial management responsibilities.



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| Person specification |
| <ul style="list-style-type: none">• Extensive knowledge of financial management and controls including audit and risk.• Ability to lead finance and audit duties of board and experience chairing committees.• Demonstrates a commitment to girls' empowerment and equality and a willingness to support feminist leadership.• Previous board or trustee experience desirable though not essential |

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| Benefits |
| <ul style="list-style-type: none">• Opportunity to impact the lives of girls in Africa• Exposure to an expansive network and community of practitioners, professionals and philanthropists supporting girls work in Africa• Opportunity to learn within a growing organization and first-hand knowledge on girls work |