



ARC Foundation is seeking a Treasurer

Closing date: 22nd October 2017 @ midnight

Asylum Research Consultancy Foundation ([ARC Foundation](#)) is the new charitable arm of [Asylum Research Consultancy](#) to raise standards in the refugee status determination (RSD) process, improve the realisation of asylum seekers' and refugees' rights and entitlements and to ensure that those in need of protection are recognised as such. The charity's activities will include, but not be limited to, undertaking research into and raising awareness of human rights issues in particular country of origin information (COI) research.

ARC Foundation is seeking a **Treasurer** to sit on its current board of six Trustees. This is an exciting opportunity to join ARC Foundation and play an integral part in setting the strategic direction of the charity.

The role of the Treasurer is to maintain an overview of ARC Foundation's financial affairs, ensuring its viability and that proper financial records and procedures are maintained.

The duties of the role will include the following:

- Ensuring that ARC Foundation keeps proper accounts.
- Reviewing ARC Foundation's financial performance.
- Drawing up or reviewing policies for finance and investment for ARC Foundation.
- Ensuring that ARC Foundation has robust and effective financial controls in place.
- Liaising with finance staff and with ARC Foundation's independent examiner or auditor
- Analysing financial risk
- Be one of the bank account signatories

This is a voluntary, unremunerated role for one year initially. The Board of Trustees meets at least twice a year in London, but reasonable travel expenses will be met.

Person specification

In addition to the qualities needed by all [board members](#), the Treasurer should also possess the following:

- Experience of and an understanding of regulations and compliance in terms of financial reporting for the charity sector, including Charitable Incorporated Organisations (CIOs).
- Significant experience of setting up and monitoring organisational budgets.

- Understanding and acceptance of the financial and legal duties, responsibilities and liabilities of trustees.
- Business planning skills.
- Ability to analyse proposals and their financial consequences.
- Ability to influence without being overbearing.
- Patience with colleagues when dealing with complex financial data.
- Excellent communication and interpersonal skills.
- Interest in human rights and specifically those relating to asylum seekers and refugees
- Commitment to ARC Foundation's objectives.

For more information, or to send your CV with a short statement about why you are interested and how you meet the role's requirements contact info@asylumresearchconsultancy.com

More information about ARC Foundation can be found here: <http://www.asylumresearchconsultancy.com/arcfoundation>

We look forward to hearing from you!