

Medical Aid Films Honorary Treasurer

Role Description

February 2020

Medical Aid Films & Context

Medical Aid Films is a small, but fast-growing, NGO that uses film and innovative media to transform the health and wellbeing of women and children around the world. We bring together world class health expertise with creative film makers, to develop quality, resource-appropriate film and animation to support education and training in low-income countries about women and children's health.

We are seeking an Honorary Treasurer to join our dynamic Board of Trustees. The right candidate will:

- Contribute to an organisation committed to supporting health and education globally
- Work with a talented and diverse team of leaders
- Learn about innovation both in the media and charity sector
- Help a purposeful business to develop, execute and realise its ambitious growth strategy

Main responsibilities

- Support the Board of Trustees in ensuring that the organisation's financial obligations are met
- Monitor the financial administration of the organisation and report to the board of trustees, in compliance with the governing document
- Support the Board of Trustees in overseeing the organisation's risk management process

The Honorary Treasurer will ensure Medical Aid Film's financial obligations are met as follows:

- Ensure we operate within the legal and financial guidelines under the current legislation
- Ensure proper accounts and records are kept, ensuring financial resources are spent and invested in line with good governance and legal and regulatory requirements
- Support the Finance Manager to ensure that financial information presented is comprehensive and accurate
- Oversee the management of the risk assessment process
- Oversee the process of appointment of the auditors
- To be instrumental in the development and implementation of appropriate financial reserves and investment policies
- Ensure the establishment of adequate systems of internal financial controls and monitor implementation and effectiveness
- Act as a signatory on behalf of the Board of Trustees for financial matters

Ensure the Board of Trustees fulfils its financial responsibilities:

- Report back on Finance issues to the Board of Trustees
- Advise the Board of Trustees on the financial implications of its strategy and policy objectives
- Guide and advise fellow Trustees in the approval of budgets, accounts and financial statements
- Inform the Trustee Board about its financial duties and responsibilities and assist in developing their financial skills and understanding

Responsibilities as a Trustee:

Honorary Treasurer will fulfil all those duties and responsibilities assumed when becoming a Trustee of Medical Aid Films, namely:

- Setting the charity's strategic aims, objectives and direction
- Identifying risks arising from its activities
- Managing those risks to ensure that the strategic aims and objectives are achieved.
- Honorary Treasurer will abide by the Trustee Code of Conduct

Person Specification

We are particularly seeking applications from candidates who will have **one of** the following backgrounds:

1. A senior accountant
2. A CFO/Finance Director
3. A financial management expert

Experience at a small but developing charity will be particularly appreciated.

Essentials

- Commitment and understanding of our organisational vision and mission
- Understanding the legal duties, responsibilities and liabilities of trusteeship
- Financial qualifications
- Financial experience
- Willingness to put time and effort into the role, attending 4 meetings per year

Personal qualities

- Good, independent judgement
- Impartiality, fairness and confidentiality
- Respect for others
- Willingness to learn new skills
- Attention to detail

Specific abilities

- Skills to analyse proposals and examine their financial consequences
- Skills in interpreting and analysing financial information
- An ability to present information in a clear manner to others, especially to those without a financial background
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Experience

- Experience of organisation finance
- Experience in setting and monitoring budgets
- Knowledge of financial reporting regimes

Terms of appointment & How to Apply

Trustees are normally appointed for a period of three years and may be reappointed for an additional term of three years.

We welcome applications from candidates with a diversity of backgrounds.

Please apply with CV and a covering letter (maximum two pages, detailing how you fit the person specification) to finance@medicalaidfilms.org.

Applications will be considered on a rolling basis.