







**Board of Governors - Treasurer**

**Recruitment Pack**

WRASAC Dundee & Angus is a company limited by guarantee, registered with OSCR and registered in Scotland as company number SC241372 and charity number SC009070.

Business: 01382 205556

Support: 01382 201291

info@wrasac.org.uk

support@wrasac.org.uk

www.wrasac.org.uk

Dear Applicant

We are delighted that you are considering a role of Treasurer for the Board of Trustees of WRASAC.

This pack is designed to give you a background of our service, the opportunities and challenges which lie ahead for us and to give you a better idea about what the role.

Demand for support from survivors of sexual violence, abuse and exploitation has grown considerably over the last few years, a trend that is likely to continue. To that end, we have recently undergone series operational and governance changes to ensure that our organisation is fit for purpose.

To underpin this, our Board is currently in the process of undertaking our Good Governance Award ensuring that we stay at the forefront of best practice of strong and effective governance.

An exciting future lies ahead for us. As a Trustee we feel sure that you will find it both a rewarding and enjoyable experience. I hope that you will apply to become a Trustee and look forward to hearing from you.

Please don’t hesitate to contact our CEO, Sinéad Daly, on (01382) 205556 if you would like any further information.

Your completed application should be submitted via email by sending it to recruitment@wrasac.org.uk.

We look forward to receiving your completed application form.

**Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010**

Yours sincerely

Angela Wilson

Chair, WRASAC – Dundee & Angus





**2 Dudhope Street, Dundee, DD1 1JU**

WRASAC Dundee & Angus is a company limited by guarantee, registered with OSCR and registered in Scotland as company number SC241372 and charity number SC009070.

# **About our service**

The Women’s Rape and Sexual Abuse Centre – Dundee and Angus (WRASAC) has been supporting survivors of rape, sexual abuse and exploitation and raising awareness about the damaging effects of sexual violence since 1984. We are a registered charity and a company limited by guarantee.

WRASAC has a dynamic team of 15 staff members, 12 volunteers and an annual income of just under £500,000 per year.

We provide a range of services to survivors of sexual violence, abuse and exploitation including:

**Advocacy:**

Works with survivors who are thinking about or are engaging with the Criminal Justice System. This includes support to report to the police, with court appearances, accessing the Sexual Assault and Referral Network (forensic examination for those not wishing to report in immediate aftermath of a sexual assault) and supports them with any civil protective orders.

**Dundee and Angus Young Survivors (DAYS)**

This service offers confidential and professional, emotional and practical support to all young survivors - of all gender identities - aged from 11 to 18; who have experienced sexual violence at any time; and who live in Dundee or Angus.

**Vice Versa**

Offers support and advocacy to women involved in prostitution and commercial sexual exploitation.

**Women’s Support Service**

Provides trauma informed support to survivors in a one to one and group setting. We have an Outreach Support Service that operates in Rural Angus.

WRASAC also works in a variety of ways to improve service provision to all survivors regardless of where they may present for support. We participate in many partnerships across Dundee and Angus, Scotland and even across Europe.

Most importantly, though, we are in the business of working within our communities to change attitudes so we can, in the longer term, prevent and reduce sexual violence from happening in the first place. We do this through:

**Prevention Work**

We have a dedicated Prevention Worker who works in schools, colleges and youth settings in Dundee and Angus delivering the Rape Crisis Scotland Prevention Pack.

**Training and Awareness Raising**

We provide a monthly Information Session to staff from Dundee and Angus. We also provide training on a range of topics including, dealing with disclosures, understanding sexual violence and dealing with trauma. Additionally we run community awareness raising events, like our Reclaim the Night march each year.

# **Vision, Values and Strategic Priorities**

In 2017-18, after a long period of reviewing and consulting with staff, volunteers, trustees, survivors and partner agencies we developed our new Strategic Plan and updated our Vision, Mission Statement and Values.

# **Our Vision**

For a world free from sexual violence, abuse and exploitation and a society in which everyone has equality, freedom and choices to live the lives they want and thrive.

# **Our Mission**

To support survivors who have experienced any form of sexual violence, abuse or exploitation in their lives.

To promote equality and raise public awareness of the routes of sexual violence and its damaging and life-changing effects.

# **Our Values**

We believe first and foremost that perpetrators of rape, sexual abuse and exploitation are responsible for their actions – not survivors.

We are a feminist organisation which means we recognise that all forms of rape, sexual abuse and exploitation are acts of violence, that disproportionately affects women and children, involving the abuse of power and control, are a breach of human rights and are fundamentally rooted in gender inequality.



# **Our Strategic Priorities**

**Organisational Structure**

The Board of Governors is elected from the members of WRASAC. The Board members are volunteers. The Board of Governors have full responsibility for the financial, legal and personnel matters of WRASAC.

In 2013 we changed from a collective to a managed structure within the organisation and have maintained a consultative and collective approach. This change had the full support of all staff and volunteers (see our organisational chart below)

****

# **Job Description: Trustee & Treasurer**

**Job title:**  Treasurer

**Direct report** Works closely with the Chair, Chief Executive and the board of trustees.

**Purpose of the Post**

Monitor the financial standing of the charity and reports to the Board and CEO regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the WRASAC’s financial resources.

Oversee the charity’s financial risk-management process and report financial health to the board of trustees at regular intervals.

Acts as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.

Liaising with external auditors on financial issues and ensuring that the organisation’s finances are responsibly managed and invested for the betterment of the organisation’s work and for the beneficiaries it serves.

**Main responsibilities of the treasurer**

**In relation to finance**

Budgeting and strategic financial planning

* Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
* Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
* Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
* Create greater transparency and accountability to improve resource allocation and charity’s image by adding specific measures as per SORP guidelines.

Management Reporting

Ensure a high standard of management accounting is maintained in order to safeguard assets.

Liaise with Finance Director and trustees to prepare and produce management accounts regularly.

Statutory Financial Reporting

* Board level liaison with external auditors on specific issues in the auditing process and related board representations.
* Guide and advise fellow trustees to formally approve the annual report and audited accounts.
* Explain technicalities of accounts in plain language which is fully understood by the trustees.

Reserves Policy

* Develop reserves policy and safeguard the organisation’s finances.
* Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

**In relation to Governance**

* Lead the Board’s duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
* Chair finance committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
* Advising on the financial implications of the charity’s strategic plans and overseeing the charity’s financial risk-management process.
* Lead in the development and implementation of financial reserves, cost management and investment policies.

**Responsibilities as a Trustee**

 The role of the Board is to safeguard and promote the values and mission of the Centre, to determine the strategy and structure of the Centre, to ensure the Centre operates in an effective, responsible and accountable manner and to ensure the effective functioning of the board.

**Responsibilities of the post:**

* to ensure that the organisation complies with its governing document “Articles of Association”, and any relevant legislation or regulations, including charities legislation.
* to ensure that the organisation pursues its objectives as defined in its governing document
* to ensure the organisation applies its resources exclusively in pursuance of its objectives. The organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable 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, setting targets and evaluating performance against agreed targets
* to safeguard the good name and values of the organisation
* to represent the company at functions and meetings as appropriate
* to declare any conflict of interest while carrying out the duties of a trustee
* to be collectively responsible for the actions of the organisation along with other trustees
* to ensure the effective and efficient administration of the organisation
* to abide by the equal opportunities policy
* 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 charity’s funds
* to make sure the organisation is properly insured against all reasonable liabilities
* to contribute to the appointment and ongoing development and support to staff, including performance monitoring, where appropriate of members of the senior management team.
* to work in accordance with OSCR good practice guidance.

Other duties In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve:

* Scrutinising board papers
* Leading discussions
* Focusing on key issues
* Providing guidance on new initiatives
* Attend meetings, and to read papers in advance of meetings
* Attend sub-group meetings as appropriate
* Participate in other tasks as arise from time to time, such as interviewing senior managers, helping with fundraising
* Keep informed about the activities of the organisation and wider issues which affect its work

**Person Specification**

**Essential**

* Qualified accountant with demonstrated commercial awareness and knowledge.
* Knowledge of charity SORP and impending changes.
* Competent use of IT skills.
* Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
* Analytical and evaluation skills, demonstrating good judgement.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* Good communication and leadership skills
* A commitment to the mission and values of WRASAC
* Willingness to meet the minimum time requirement
* Integrity
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* Willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team and to take decisions for the good of WRASAC.

**Desirable**

* Demonstrated knowledge and experience of charity fundraising and finance practices.
* Dedicated to the organisation’s cause and objectives and willing to act as the charity’s ambassador to external bodies, charities and companies.
* Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
* A team-oriented approach to problem solving and to management.

# **Time commitment and location**

* The Board meets at least 6 times a year
* You will be a member of a sub-committee which will meet 3 times in a year.
* Board meetings are held at the organisation’s premises: 2 Dudhope Street, Dundee, DD1 1JU
* New trustees will receive a full induction and should expect to allocate half a day this. Trustees are expected to attend all board meetings.

**Expenses**

* WRASAC offers travel and other relevant out of pocket expenses in line with in line with our finance policy.