



Treasurer Role Description

Papua Partners is looking for a Treasurer with professional accountancy experience to join our Board to oversee the financial health of the charity and strengthen the financial literacy of the organisation at the board level.

Responsible to:	Chair, Papua Partners
Purpose:	To oversee and link the management and reporting of the charity
Hours:	Approximately four to six hours per month.
Salary:	This is a voluntary role.

We currently have four trustees across the UK and one full time staff. Board meetings are every two - three months, generally in evening with one per year in person.

About Papua Partners

Papua Partners is a UK registered charity working in West Papua (Indonesian New Guinea). We have been working together in partnership with West Papuan organisations, networks and faith groups since 2006 in community driven development, peacebuilding, environment and gender equality.

Our Vision is for a peaceful, just and thriving Papuan Society where the social, economic and political environments enable all peoples to assume their full identities and realise their full potential. Our mission to work in partnership with local Papuan organisations, individuals and churches to Mobilise transformative change that brings justice and peace to the Land of Papua

We work alongside local Papuan organisations, change agents and networks providing training, coaching, education materials and financial support to help them reach their visions for change. We use a model of Equipping, Accompanying and mobilising to build and scale up community led initiatives to impact on a wider scale using local resources and capacities. We support leaders to break cycles of dependency, identify solutions and develop processes for change. We help bridge build and create connections between West Papuans and the international community so they can share their stories and influence international policy on West Papua.

Role Summary

The Treasurer will work closely with our UK team members and with the Board of Trustees, advising on all financial matters including regulatory compliance. The Treasurer will be

expected to attend Board meetings and AGM, which last approximately an hour and a half every two to three months.

Other responsibilities:

1. Actively participate as a key member of the Board of Trustees.
2. Lead development of the annual budget and future trajectories in line with the aspirations of the Papua Partners strategic plan and fundraising strategy.
3. To advise on all financial matters, including regulatory compliance.
4. To oversee the development and observation of financial policies.
5. To keep the Board of Trustees regularly informed of key financial events, trends, concerns and assessment of fiscal health in addition to completing financial reporting in a timely fashion, making these reports available to the Board within reason.
6. To have oversight of all financial transactions including monitoring developed systems for keeping cash flow manageable and efficient.
7. Advise fellow Trustees on a regular basis of the financial status of the charity and where necessary recommend action.
8. Arrange the compilation and agreement of Papua Partners annual report, including the annual review of accounts by the independent examiner.
9. Act as an ambassador for Papua Partners, representing the charity at meetings and facilitating networking and funding opportunities as these arise.

Person Specification

The ideal candidate will have innovative ideas and sound financial knowledge. All Trustees are expected to assist Papua Partners to secure a sustainable and diverse funding base for the organisation. We are particularly interested in candidates who think outside of the box and have entrepreneurial spirit.

Essential:

- Competent and experienced in handling finances (formal accountancy qualification preferred).

Desirable:

- Knowledge and experience of international development.
- An understanding of the voluntary sector and previous experience as a Trustee.

Application Process

Please send your CV and cover letter, marked private, to naomisosa@papuapartners.org.

Normally Trustees are asked to commit to a 3-year term on the Board. All appointments are subject to completion of a successful 3 month probationary period.

For more details about the legal obligations of Trustees visit the Charity Commission website at www.charitycommission.co.uk and read its publication CC3, The Essential Trustee.

Please note: the law places certain restrictions on becoming a charity Trustee (for example, you cannot be under the age of 18, or been convicted of an offence involving

deception or dishonestly). If you are in any doubt about your eligibility, visit the Charity Commission website.

We look forward to hearing from you.