



THE KAREN HILLTRIBES TRUST
TRUSTEE ROLE DESCRIPTION FOR:
TREASURER

TITLE:	Treasurer
RESPONSIBLE TO:	Board of Trustees Chairperson
LOCATION:	Homebased with some travel to London for meetings (meetings are currently being held remotely, however, some meetings will return to being based in central London when possible).
TIME COMMITMENT:	<p>Trustee meetings are held three times a year and last approximately 2-3 hours. They are usually held on a Monday afternoon/evening and it would be expected that the Treasurer would attend all three meetings where possible.</p> <p>Outside of meetings, it is estimated that the Treasurer will need to commit approximately 1-3 hours per month to support the successful running of the organisation.</p>
RENUMERATION:	Voluntary, travel expenses available

ABOUT US

The Karen Hilltribe Trust (KHT) has worked with Karen communities in Northern Thailand for the past three decades. Northern Thailand is an area that has seen little development over the years and the Karen are one of the most socially deprived and discriminated groups in the whole of Thailand. Our mission is to partner with Karen communities to improve their health, livelihoods, and access to education. By taking a holistic approach to the complex socio-economic issues at hand, we aim to achieve sustainable change by empowering Karen communities to improve their own lives.

As a community-led organisation, KHT's model starts and finishes with the Karen People of Northern Thailand. Our unique approach is based on the expressed needs of target communities and involves their local knowledge in all stages of our projects, including design, implementation, maintenance, and evaluation. Projects are focussed on promoting self-reliance leading to improved well-being, whilst helping Karen communities retain their unique identity and culture. Not only does this approach guarantee projects have a positive impact in the community, but also ensures community ownership and supports long-term sustainability.

Since 1986, KHT has transformed the health and well-being of over 55,643 people through providing clean drinking water, improved sanitation facilities and hygiene education; secured agriculture as a sustainable livelihood for more 18,901 farmers through the construction of flood-resistant irrigation systems; and increased accessed to education for 17,693 children and young people through the provision of school meals, transport and accommodation, and higher education scholarships.

MAIN PURPOSE OF THE POSITION

As Treasurer, you will support the strategic leadership of KHT through overseeing the management of all financial activity and controls and reporting on the organisation's financial situation at regular trustee meetings. The main duties and responsibilities are:

1. Attend three trustee meetings a year, which take place in January, May and October.
2. Prepare and disseminate a financial report based on the organisation's management accounts and annual budget at all trustee meetings, with support from the Director.
3. Have input into the strategic planning of the organisation, particularly from a financial sustainability perspective, and ensure statutory auditing, reporting and accounting requirements are met at all times.
4. Review management accounts, produced by an external accountancy company based in the UK, and a cash flow forecast, produced and managed by the Director, on a monthly basis.
5. Provide advice and guidance on the organisation's financial controls policy and procedures to ensure sufficient internal financial controls are maintained.
6. Oversee and approve expenses and other significant costs as stipulated in the organisation's financial controls policy and procedures document.
7. Review and provide feedback on the Trustees' Annual Report and Financial Statements.
8. Review and approve the organisation's annual budget produced by the Director in September each year.
9. Support the financial management of the Foundation for Karen Hilltribes in Thailand (KHTF) - KHTF is a Thailand registered subordinate organisation of KHT, according to a memorandum of association which defines the relationship between the two entities.
10. Support fundraising, strategic leadership and other activities as required.

PERSON SPECIFICATION

We are looking for a qualified accountant, or an individual qualified through experience, who is interested in joining a small yet ambitious organisation working towards empowering vulnerable communities in Northern Thailand. In particular, we would be interested to hear from you if you are:

- Passionate about the work that our organisation does.
- A qualified accountant, or have specific experience of finance in the charity sector, who ideally understands the challenges of managing income and expenditure for different projects across various countries.
- Able to be available at regular intervals throughout the year and to allocate adequate time for this voluntary work alongside your principal occupation.
- Interested in joining a small friendly team of committed Trustees who wish to continue to oversee improvements to the organisation and projects we provide.

TO APPLY - If you would like to find out more, then please send your CV and a two page cover letter to director@karenhilltribes.org.uk and we will be back in touch shortly.