

Role Description

Job title:	Trustee - Treasurer
Responsible to:	Chair, Maternity Worldwide
Job Purpose:	To oversee the management and reporting of Maternity Worldwide's finances.
Hours:	Approximately eight hours a month.
Salary:	This is a voluntary role. Travel expenses will be reimbursed in line with our Volunteer policy.

Maternity Worldwide exists to help reduce the number of women dying or injured in childbirth. We are the UK's leading charity dedicated to saving lives in childbirth overseas.

Maternity Worldwide is an international non-governmental organisation (INGO) currently with two members of paid staff (in the UK) and a network of volunteers. The organisation was started in 2002 and has grown both in income and diversity of programmes. You can read more about the organisation, our work and the issues around maternal mortality on our website www.maternityworldwide.org.

The Treasurer will work closely with the Fundraising and Finance Officer, the Grant Funding and Programme Support Manager and the rest of the Board of Trustees. The Treasurer will be expected to attend the Maternity Worldwide Board meetings. Board meetings take place quarterly: two are held mid-week in London in the evening and two are held on a Saturday in Brighton.

Role Summary

1. Actively participate as a key member of the Board of Trustees.
2. To lead the development of the annual budget and future trajectories in line with the aspirations of the Maternity Worldwide Strategic Plan 2014-19.
3. To oversee the further development of Maternity Worldwide's financial policies and process implementation both in the UK and in our programmes overseas.

4. To keep the Maternity Worldwide Board of Trustees regularly informed of key financial events, trends, concerns and assessment of fiscal health in addition to completing required financial reporting in a timely fashion and making these reports available to the Board.
5. To have oversight of all Maternity Worldwide's financial transactions including developing systems for keeping cash flow manageable and efficient.
6. Assist in securing additional funding and the diversification of funding sources.
7. Act as an ambassador for Maternity Worldwide and, where appropriate, facilitating networking and funding opportunities with other organisations and potential donors and partners.

Person Specification

The ideal candidate will have innovative ideas and sound financial knowledge. All Trustees are expected to assist Maternity Worldwide to secure a sustainable and diverse funding base for the organisation. An understanding of the voluntary sector and previous experience as a charity Trustee are both desirable but not essential.

Essential

- Qualification in Accountancy

Desirable

- Previous experience as a Charity Trustee/Treasurer
- Knowledge and experience of international development and/or maternal and newborn health

To Apply

Please send your CV and a cover letter detailing your experience, suitability for the role and why you would like to be involved with Maternity Worldwide to:

vacancies@maternityworldwide.org

If you have any questions about the role please do not hesitate to contact us on 01273 234033 or email vacancies@maternityworldwide.org.