

## **PAFRAS Treasurer and Company Secretary role.**

We are looking for someone to join the PAFRAS Board of Trustees in the role of Treasurer and Company Secretary. This is a voluntary role. We are seeking a person with experience of managing accounts. Ideally, they will also have some knowledge of how charities operate. We are looking for a person who has a good eye for detail and can communicate information about the accounts in a clear, jargon-free way.

As a small organisation, we are entirely dependent on clear, accurate accounts information to make decisions about service provision, recruitment and the long term sustainability of the organisation. We are looking for a Treasurer who can help us to have transparent long term planning as well as clear understanding of what is happening day to day with donations, grants and spending.

The treasurer is a trustee with additional responsibilities who helps to monitor the financial administration of PAFRAS and report to the board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.

The main responsibilities and duties of the treasurer include:

- appraisal and oversight of the budget process as completed by the Finance Manager;
- ad-hoc technical support/guidance for the Finance Manager in producing the internal management accounts;
- presenting of financial reports including budgets, internal management accounts and annual financial statements to the board of trustees;
- leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- support with the annual salary benchmarking/cost of living reviews
- leading in the development and implementation of financial reserves, cost-management and investment policies;
- liaising, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation;
- monitoring and advising on the financial viability of the PAFRAS;
- overseeing the implementation of and monitoring specific financial controls and adherence to systems;
- advising on the financial implications of the PAFRAS's strategic plan;
- overseeing the PAFRAS's financial risk-management process;
- acting as a counter signatory on charity cheques and important applications to funders;
- board-level liaison with the external auditors on specific issues such as the Independent Auditors Examination and the related board representations;
- Production of annual statutory accounts (Desirable)

Additional Company Secretary duties including;

- submission of annual statutory accounts to the relevant governing body (Charities Commission, Companies House etc.); and
- maintenance of the board registration/deregistration of members through the Charities Commission and Companies House online portals.

The treasurer will be supported by the Director and the Finance Manager who deal with all day-to-day matters.

The Board of Trustees meets once every two months. The time commitment would be approximately 4-6 hours per quarter to attend meetings and finalise financial reports.

**PAFRAS Background and aims and objectives:**

PAFRAS is the only organisation in Leeds offering accessible, face to face advice and support to people seeking asylum who are destitute or at risk of destitution.

PAFRAS is a small, grassroots charity that has been supporting people who have migrated to Leeds since 2002. We aim to end destitution, increase access to social justice, resist the Hostile Environment and advocate for the rights of refugees and people seeking asylum in Leeds. Given the length of time PAFRAS has been operating and how we work, working with and alongside people, we have gained a deep understanding of the community we support and the issues faced, which in turn means we are well known, trusted and respected among clients and the wider sector.

We have an adult advice service, a service supporting young people aged 16-24, integrated mental health support and in-house domestic abuse support. Our drop-in is a safe, accessible and welcoming space where people seeking asylum can easily access advice and support. We filter advice across three levels: regulated immigration advice, complex destitution support and non-complex advice, meaning we can act early to prevent destitution and move people quickly out of destitution, while also offering more general support.

We run a weekly café session, World Café, for young people seeking asylum, which provides a social space and an opportunity for peer support. We also have several volunteering opportunities and over 100 volunteers, in roles such as offering non-complex advice, distributing food parcels, screening and triage, interpreting and office support.

As well as offering direct support, we have developed our influencing, working collaboratively with activists and organisations to affect systemic change, campaigning for a more compassionate and humane immigration system.

### **How to apply**

To apply please provide a written expression of interest of up to 500 words explaining why you would like to be the Treasurer at PAFRAS and what skills, knowledge and experience you would bring to the role.

Please label your email “**Treasurer vacancy**” and send it to **recruitment@pafras.org.uk**

The deadline for expressions of interest is COP on Thursday 6<sup>th</sup> February 2025.

For an informal discussion about the role before applying please email the Chair of the Board, Ella Keevash at [ella@pafras.org.uk](mailto:ella@pafras.org.uk) to arrange a call.

To find out more about PAFRAS, please visit our website <https://pafras.org.uk/>

**PAFRAS is committed to promoting equality of opportunity for all. *We strongly encourage applications from people with lived experience as a refugee who have relevant skills and experience***