

SURVIVORS FUND (SURF) SEEKS A TREASURER

[Survivors Fund \(SURF\)](#) works to rebuild the lives of survivors of the genocide against the Tutsi in Rwanda and related vulnerable persons. All our work is informed and underpinned by four guiding principles:

- SURF's commitment to survivors and related vulnerable persons is long term
- SURF is independent in its response to the priorities of survivors and related vulnerable persons
- SURF builds the capacity of survivor organisations as strong actors in Rwandan civil society
- SURF supports sustainable activities that are integrated into mainstream planning

Holistic programmes are developed and delivered by survivor-led organisations including [AVEGA Agahozo](#) (Association of Widows of the Genocide) and [IBUKA](#) (National Association of Genocide Survivor's Organisations), with support from SURF. Any one angle of assistance – be it medical, economic or social – would be an incomplete answer. Thus the programmes range from counselling through to entrepreneurship.

Our priorities for the period 2024 to 2028 are set out in our [Strategic Plan](#).

Survivors Fund (SURF) was formally constituted in 1994 and is registered in the UK as a charity (No. 1065705) and a company limited by guarantee (No. 03411565) with our head office in Kigali, Rwanda. We currently have an international Board of 12 trustees, 5 of which are survivors of the Genocide against the Tutsi in Rwanda and 7 of which are from diverse professional backgrounds. We have four board meetings each year which are held virtually and at least once a year as well as in-person in London, though there is no restriction as to where the Treasurer can be located.

Due to the retirement of our current treasurer (after 10 years in post), we are recruiting a successor to begin in post in September 2025, for an initial three-year term.

The overall role of a treasurer is to:

- Maintain an overview of the organisation's affairs
- Ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained.

General responsibilities (of all SURF trustees)

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.

- To ensure the organisation applies its resources exclusively in pursuance of its objects.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the director and monitor his/her performance.

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

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

Additional duties of the treasurer

- Overseeing and approving budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Supporting the executive team to present financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with the executive team about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- Ensuring the organisation's compliance with legislation
- Ensuring that the accounts are prepared and disclosed in the form required by funders and relevant statutory bodies (Charity Commission and Companies House)
- Ensuring that the accounts are audited in the manner required and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Supporting the executive team to make a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

Treasurer person specification

- Commitment to the objectives of the organisation
- Financial qualifications and experience
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Ideally experience of charity finance and fundraising
- Willingness to be available to staff for advice and enquiries on an ad hoc basis

For further information on Survivors Fund (SURF) then please visit our website at www.survivors-fund.org.uk.

To apply for the position, please send a letter of interest and a CV by email to SURF UK Coordinator, David Russell, at david.russell@survivors-fund.org.uk by Friday 6th June. Please also contact David if you have any questions about the position, or require any further information. Thank you.