



Recruitment of Treasurer

Briefing for potential Treasurer/Trustee

ACORD wishes to recruit a new Trustee who would be willing to take up the position of Treasurer. We are looking for someone with high commitment to Africa's development, good knowledge of Africa and good knowledge of the UK charitable (not for profit) sector who has a commitment to development in Africa.. This briefing has been prepared to give potential Treasurers/Trustees an insight into ACORD, what being an ACORD Treasurer/Trustee entails, how to get further information and to apply to become a Treasurer/Trustee.

Introduction to ACORD

Our Vision

A society in which all citizens are equally able to achieve their rights and fulfil their responsibilities.

Our mission

- ACORD believes that people have a right to a just and equal society. We are committed to making that right a reality for people on the margins of African societies.
- We work in common cause with people who are poor and have been denied their rights to understand, to challenge and change these conditions. We do this by uniting practical work with advocacy.
- ACORD believes this work is strengthened by working in alliance with organisations worldwide to achieve these aims.

ACORD was established in 1976 as a consortium of international agencies headquartered in the North to provide its members with operational capacity to address poverty issues resulting from the drought in sub-Saharan Africa. By 2001, ACORD was implementing 45 long-term community-based development programmes in 17 countries in Africa focusing primarily on poverty alleviation. Throughout its history, it remained independent of political or religious orientation.

ACORD has now refocused its vision, profile and strategic orientation. Based on a joint analysis with its partners of the Africa's development landscape and the related challenges it is facing, and backed by its reputation and experience for cutting edge research and development practice, it is building its future as a genuinely international Pan African organization addressing aspects of rights and social justice that underlie the poverty of those on the fringes of African societies. ACORD now seeks to go beyond addressing the consequences of poverty to understanding, challenging and contributing to change the conditions that cause poverty and exclusion through a global programme that combines practical work with advocacy. ACORD believes that people have a right to a just and equal society, and it is committed to making that right a reality.

Governance

The members of ACORD, form the Assembly which is the ultimate governing body of the organisation. The Assembly is the guardian of the values of organisation, sets its strategic direction and ensures that the Board fulfils its responsibilities.

The Board consists of 8-12 individuals who have a personal commitment to ACORD. Currently eight members are African and two are non-African from Europe and North America. The Board is responsible for developing the strategic direction of the organisation, ensuring its financial viability and providing strategic support and guidance to the Executive Director. It is accountable to the Assembly. The Board has two committees Finance, Organisational Development and Governance

- Programmes, External Relations, Funding and Communications
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- The Treasurer is expected to be a member of the Finance, Organisational Development and Governance Committee.

ACORD wishes to ensure that its work is led by the needs of Africa and recognises that its governance structure must understand and be able to articulate those needs. We are currently looking to further strengthen the Board by appointing a trustee who will also take up the responsibilities of Treasurer as soon as possible.

Person Specification

- Commitment to the organisation and its values.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship. In particular as ACORD is a UK registered charity and company the person must have an understanding of UK charity and company legislation.
- Financial qualifications/experience, experienced in analysing financial accounts and able to explain them and their implications to members of the Board
- Experience of HR (please spell it in full first and acronym in brackets) and OD (same here) issues
- Experience in international charity finance
- Good, independent judgement
- Willingness to speak their mind
- Willingness to devote the necessary time and effort.
- Credibility with the bank and auditors
- Bi-lingual English and French is desirable but not essential.

Time commitment

- 2 committee meetings and board meetings per year plus an Assembly meeting 7days + travel to or within Africa
- 2/3 teleconferences ½ day
- Visit to bank and/or auditors once per annum. London based Depends on travel

- Communicating with the Executive Director and Head of Finance A few hours before meetings to agree agendas etc
- Being available for occasional discussions with the Director and Head of Finance (by telephone, e mail etc) A few hours

Why become an ACORD board member?

The following may be reasons why you would want to become a member of the ACORD board

- To be part of the governance of an Africa-led international NGO
- To contribute to addressing poverty and promoting social justice in Africa through your support to ACORDq
- To enable you to link your other activities (professional and personal) to the work of another organisation working on development issues within Africa
- To enable you to maintain contact with development work in Africa which you are not able to do in your current professional life
- To give you experience of working at Board level
- To develop your management skills
- The opportunity to work in an international organisation focused on development in Africa but where the board and members are drawn from a number of countries

What to do if you are interested in becoming a Trustee and Treasurer

- Send a brief résumé (or Curriculum vitae) of your experience, skills and qualifications and a short letter explaining why you want to become a trustee and Treasurer to Wilkister Oluoch at wilkister.oluoch@acordinternational.org with Subject “**Treasurer Role at ACORD+**”
- References - Include the names and contact information of two people we may contact as references . if you already know people associated with ACORD please use at least one of them as a reference
- If you wish to know more about ACORD you could visit the website www.acordinternational.org
- If you would like to talk to someone about this position please contact Jacqueline Williams at amampa66@gmail.com or any other board or staff member.

Closing date for receipt of applications is **31st August 2017**