

Trustee Treasurer

JOB DESCRIPTION

Background and Vision

St Francis Leprosy Guild (SFLG) is a UK-based Catholic charity with a huge ambition: to end leprosy throughout the world. We have existed for 125 years, in which time we have provided care and support to people affected by leprosy, and their families across Asia, Africa, and South America. Leprosy is a contagious disease that causes nerve damage throughout the body. Around 200,000 cases are diagnosed each year, mainly in Asia and Africa.

Today, leprosy can be cured and SFLG is focused on screening and curing thousands of people to prevent leprosy taking hold and disabilities developing. In addition, SFLG continues to care for thousands who have been left blinded or with disabilities due to leprosy and are rejected by society. Last year SFLG distributed five different grant programmes involving £250,000 spend to forty partner organisations in 15 different countries worldwide.

SFLG was reconstituted as a Charitable Incorporated (Foundation) Organisation in March 2020. In 2021, SFLG's strategy was refined under the mnemonic TRACE (Training, Research, Active case-finding, Care and Emergency relief) to clarify exactly how we are supporting the global goal of reaching *zero leprosy*. Projects covering all these areas went live in 2021, and initial results are encouraging. Further details are available in the 2020 Annual Report, and the 2020 Annual Review and on this website. The 2021 Annual Report is expected to be with the Charity Commission in March 2022.

The Board of Trustees

The Board of Trustees may comprise up to 12 members including one *ex officio* Spiritual Director and a trustee representative from the Bishops' Conference of England and Wales. Currently there are nine trustees who take responsibility for the governance and strategic direction of the organisation and ensure compliance with the Charity Commission and other external regulation in line with its ethos and values.

SFLG has an Executive Team comprising a full-time Chief Executive Officer, a part-time Charity Administrator, a Finance Manager, and a Programme Manager. The Board of Trustees provides oversight of the Executive Team. They contribute to and have ultimate decision-making powers over both the development and implementation of our strategies but have no other executive functions.

We are seeking a Treasurer to join our Board of Trustees. We employ an excellent Finance Manager, so there is no expectation that this role would be responsible for day-to-day finances.

Role of Treasurer

The Treasurer will oversee SFLG's financial management to meet SFLG aims effectively, including:

- General financial oversight (of budgets, accounts and financial statements, financial systems and controls, compliance).
- Advice on fundraising strategy, compliance and monitoring.
- Financial reporting.
- Oversight of financial systems including banking, book-keeping etc.

Time commitment

There are approximately six Board meetings per year. Currently, half are by Zoom, the others in London. This is a voluntary role and there is no financial remuneration, although expenses for travel may be claimed.

Person Specification

- Integrity, strategic vision and measured, independent judgement.
- Financial literacy, preferably including appropriate professional qualifications.
- A practising Roman Catholic.
- An interest in helping people in lower income countries.
- Commitment to the strategic aims of SFLG.
- Understanding of the legal responsibilities and liabilities of a trustee.

January 2022