



Expressions of Interest for role as Treasurer

As our organisation grows, we are looking for a volunteer Trustee with experience in finance or books of account to join our Management Committee.

This is an exciting opportunity to help lead and develop human rights and development education NGO, 80:20 Educating and Acting for a Better World, as we move through our strategic plan over the next number of years. We are committed to best practice governance and consider our financial obligations as a charity of paramount importance. If you can help us in this regard, we would be delighted to hear from you.

80:20 is a not-for-profit NGO that advances human rights and development education in Ireland and internationally. 80:20 aims to achieve this through advocacy, research, publications, digital platforms, training and 'educational activism' interventions. Our board meets **4** times a year (excluding sub group meetings) in Bray, Co. Wicklow (or remotely from time to time).

For your time commitment you can expect the following:

General Trustee duties

- Comply with the organisation's governing document
- Ensuring the charity is complying with its charitable purpose for the public benefit
- Ensure the charity keeps proper books of account
- Act in the best interest of the organisation
- Act with reasonable care and skill
- Manage the assets of the organisation

Responsibilities of a Treasurer include the following:

- Experience in finance, accounting, bookkeeping or a related role.
- The Treasurer will be involved on the Finance Subcommittee which is responsible for effective oversight in relation to accounts and to advise the Board on financial implications of proposals, cash flow problems, policies and procedures etc.
- Works with the Co-ordinator and finance administrator to provide the annual budget and works with the auditors on the production of the Annual Audited Accounts for filing annual returns with the Companies Office.
- Will offer oversight of compliance and risk management in line with usual board responsibilities.
- The ability to commit to the time necessary to carry out the role effectively. This is likely to include regular meetings with the Co-ordinator, reporting to Board meetings and the other duties in the role description, but may increase at certain times in response to particular pressures.

Application

- Please submit your CV and cover letter outlining why you think you would be suitable for this role to tony@8020.ie
- Closing date for applications is Friday 10th June 2022.
- For more information, visit <https://8020.ie/about-us/governance/>