



Advertisement for the position of Trustees in GNDR

The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) is a major voluntary network of civil society organisations, associations and individuals who are committed to working together and engaging with partners and other stakeholders to increase community resilience and reduce disaster risks by influencing policies and practices around the world. It was officially launched in Geneva during the Global Platform for Disaster Reduction in June 2007. Currently there are around 1000 CSOs who are members of this network from across 109 countries.

The day to day management of the GNDR is carried out by a secretariat, led by the Executive Director, currently based in Teddington, South West London. It is a registered charity and company under UK law and has five Trustees. The Board of Trustees have the ultimate responsibility of governing GNDR. A part of Trustees responsibilities has been delegated to a Global Board comprising of 13 Regional Representatives and 2 independent Board members. Trustees are also part of the Global Board. However, the fund raising, finance compliance and risk management of the network has been retained as the primary role of the trustees. Which is in addition to overseeing the general governance compliance of the network.

Meetings with GNDR's Global Board of Regional Representatives occur on a quarterly basis which includes one face-to-face meeting.

Trustees as the ultimate authority meet twice a year in Teddington, the head quarter of GNDR.

We are looking for an additional Trustee with finance experience to join the governance of this exciting network.

Purpose

The Board of Trustees has ultimate responsibility for directing the affairs of GNDR, ensuring it is solvent, complying to UK charity law and delivering its objectives, as detailed in GNDR's Articles of Association.

Role

- To ensure compliance with the objectives, purposes and values of GNDR.
- To approve and ensure implementation of the agreed strategic plan.
- To ensure the solvency, financial strength and good performance of the organisation.
- To advise the Board of Trustees on how to carry out its financial responsibilities
- To oversee management of GNDR financial affairs, including ensuring preparation of annual accounts, reviewing management accounts.

- To review and oversee GNDR audit framework, external audit systems and ensure that audit checks are carried out in all key areas of the organisation, including but not limited to, financial audit.
- To receive GNDR Financial Statements and discuss any issues arising from the External Auditor's accompanying report.
- To ensure that the organisation complies with relevant laws, regulations and requirements of the Charity Commission and other relevant regulators.
- To agree a framework of delegation and internal control.
- To agree or ratify all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise. To monitor changes in risk profile for the network
- Provide peer support for GNDR accountant

Person Specification

Essential

- Experience of successfully dealing with strategic issues
- Experience of overseeing accounting and reporting/auditing processes.
- A thorough knowledge of financial management, accounting best practices for UK and compliance with the associated regulation
- UK-qualified chartered or management accountant
- Sound judgement and ability to think corporately and strategically; ability to handle competing priorities and make informed decisions
- Interest in international development and relief, with a focus on disasters prevention and risk reduction.
- Experience of working with international accounts.

Desirable

- A good knowledge of relevant general legislation and statutory requirements, including charity law, employment law and/or health and safety law
- Experience of overseeing accounting and reporting/auditing process within a voluntary or public sector organisation
- Good networker and able to leverage professional networks in support of GNDR objectives when required, in particular for contract development and funding opportunities

SUMMARY CONDITIONS OF APPOINTMENT

Remuneration



The post is not remunerated; i.e. it is a voluntary and unpaid position.

Expenses

All out-of-pocket expenses will be reimbursed; this will include reimbursement of travel costs to all meetings, mobile or home telephone calls on Trustee business, printing and photocopying costs at home on Trustee business and all other reasonable costs incurred whilst carrying out the duties of being a GNDR Trustee.

Trustees may, at their discretion and without setting any precedent for future activities, choose not to claim expenses if they wish to support the charity in this way.

GNDR will also pay for Trustee indemnity insurance

Terms of Office

The term of office is for 3 years. Trustees may serve additional terms of office, subject to agreement from the Board of Trustees.

Expected Time Commitment

The time commitment for this post is expected to be at approximately 5 days per annum plus preparation time, including attendance at all Trustee meetings (a half day, every 6 months) and Global Board meetings (4 meetings quarterly including a 3-day face-to-face meeting) attendance at Steering Group meetings (1/4 day each, 4 meetings per annum), at trustee training events (circa 1 day per annum) and other one off events, meetings and planning days as required.

Training and Development

GNDR will provide an induction programme for all new Trustees, as well as an opportunity to meet secretariat staff.

Application Procedure

Please send your CV and a covering letter outlining how you qualify for the position to hr@gndr.org. There is no specific deadline: we will review applications on a rolling basis until the position is filled.