

BFSS

BRITISH & FOREIGN SCHOOL SOCIETY
Educational Opportunity for All

Treasurer
Recruitment pack
October 2023

Alote chwa lamuta
waa chawo ku sukulu
Ite fimaGawa ndondo
Meha nda unanzevu
Amay chala Pepola

Treasurer Vacancy

The British & Foreign School Society (BFSS) is looking for a new Treasurer who cares deeply about the right of children and young people to be able to access high-quality education as a driver for equality of opportunity, personal development and well-being.

Our new Treasurer will oversee the BFSS investment portfolio (~£25 million) and regular financial affairs. Ongoing financial planning to ensure we can continue grant giving for the long-term, is of equal importance to ensuring that our day-to-day financial processes and investments are well managed.

The ideal candidate will be a qualified accountant, preferably with experience of both charity investments and charity finances, and with availability to join us in early 2024 for a handover with our current Treasurer.

Applicants from diverse backgrounds, including different ethnicities and socioeconomic backgrounds are welcomed.

Vision, mission and values

Our vision is for educational opportunity for all.

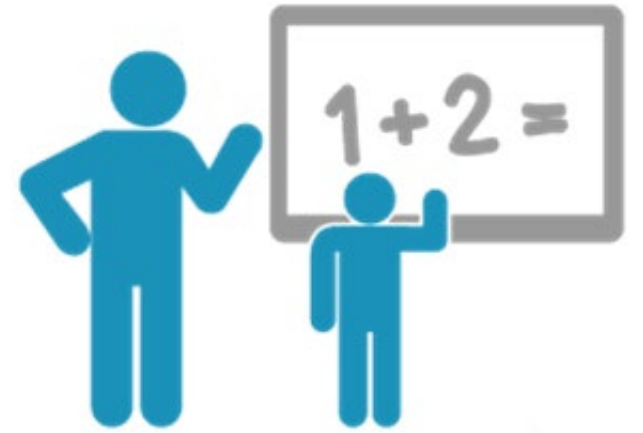
Mission

We believe in the right of children and young people to be able to access high quality education as a driver for personal development, well-being, and equality of opportunity.

We seek to achieve our vision by providing funding and support to UK-based charities and educational establishments for educational projects in the UK and throughout the world reflecting our history and heritage, and by facilitating knowledge sharing by charities about what works well.

Values

Building on the heritage of Joseph Lancaster, we value effective teaching and learning, and the sharing of good practice. We are committed to inclusivity, integrity, and to valuing and respecting others in everything we do.



About BFSS

BFSS is a grant giving charity and we work towards our vision of educational opportunity for all by awarding grants of around £0.8 million per annum to not-for-profit organisations and educational establishments to address educational disadvantage in the UK and internationally.

BFSS was formed in 1808 by Christian social reformers to carry on the work of Joseph Lancaster, a pioneer of school and teacher education. Our regular grants fund international projects which improve access, quality and sustainability of education in marginalised and deprived communities, and UK projects which improve educational outcomes and life chances for Young Carers, Care Experienced or Displaced Young People.

We are committed to diversity and inclusion, gender equality and protecting the environment by funding projects which remove barriers to education, develop the skills of local people from low-income communities, improve education quality through teacher training, minimise environmental impact and build resilience against future climate changes. Our projects give young people the tools to enable them to transform their own education and life chances as well as those of their families and communities. We are in the process of changing our name from the British & Foreign School Society to the Educational Opportunity Foundation to better reflect our inclusive and life changing work, which strives to maximise education for all.

In addition to funding grants, we also facilitate shared learning amongst our 150 Members from the not-for-profit and wider educational sector, and our current Grant Partners via regular events, publications and an online Forum. We have a BFSS Archive, hosted by Brunel University, which offers opportunities to learn from history including Joseph Lancaster's pioneering work in the UK and American continents and BFSS activities from 1808.

Treasurer Responsibilities

- Maintain an overview of BFSS financial affairs, ensuring our financial resources meet our current and future needs.
- Ensure that accurate accounts and financial records are kept and that financial resources are spent and invested in line with BFSS policies, good governance, legal and regulatory requirements.
- Keep the investment portfolio under review in terms of income performance and meeting ESG and SDG aims.
- Advise Trustees on any financial implications of their decisions.
- Present the annual accounts at the Annual General Meeting (AGM).
- Oversee the development and implementation of financial, reserves and investment policies.
- Be a signatory on the BFSS bank accounts and authorise bank transactions.
- Chair the Finance and Investments Committee.
- To participate in Officer Group discussions and meetings to review any issues that arise between Trustee meetings which require a prompt decision.

The Treasurer does not undertake the day-to-day finance tasks such as bookkeeping, preparing management accounts, payroll, creating BACS payments etc. These tasks are undertaken either by the Director or outsourced.

General Trustee Responsibilities

In addition to the specific Treasurer responsibilities detailed above, as a member of the BFSS Council (Board of Trustees) the Treasurer also has the following duties that reflect UK charity law including:

- Ensure that BFSS complies with its Charter, Statutes and Bye-laws, UK charity law and any other relevant legislation or regulations.
- Ensure that BFSS uses its resources exclusively in pursuit of its objects as set out in its Charter.
- Contribute actively to the Council's role in giving strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of BFSS.
- Ensure the financial stability of BFSS and the proper investment of its funds.
- Contribute to the appointment of the Director and the monitoring of his/her performance.
- Help maintain effective Council performance by attending and actively participating in the work of the Council.

Requirements

Financial Skills & Experience

- A qualified accountant.
- Preferably with experience of monitoring ethical charity investments in terms of performance and in relation to ESGs and SDGs, particularly around climate responsibility.
- Preferably with financial experience in the charity sector with an understanding of the charities' SORP.
- Experience at board level, ideally in the not-for-profit sector.
- Skills to analyse the accounts of charities applying for grants and their project proposals.
- Exceptional eye for detail to spot any anomalies when reviewing accounts and policies.
- Be able to explain complex financial information in an accessible way.
- Willingness to be available to the Director at short notice and on an ad-hoc basis.

General Skills & Experience

- A strong interest in the BFSS, its purpose and its work.
- A good understanding of UK charity law and the Charity Commission regulations which BFSS must adhere to.
- Understanding and acceptance of the role of a charity Trustee.
- Good analytical ability.
- Integrity, good judgement and independence of mind.
- Capacity for clear, creative and strategic thinking and vision.
- A willingness and ability to be an ambassador for the BFSS and to represent it positively to external audiences.
- Excellent communication and interpersonal skills.
- Ability and commitment to give the necessary time (see overleaf).
- Must be a UK resident.

Commitment

The Treasurer is expected to attend the following meetings each year:

- Attendance at two virtual/in-person Finance & Investments Committee meetings (half day).
- Attendance at three in person Council meetings (usually 11.00 am to 4.00 pm in London).
- Attendance at the virtual AGM (half day)
- Attendance at an in-person Strategy meeting (full day in London)
- Optional attendance at an in-person Grants Workshop (full day in London).

Time commitment varies during the year according to reporting periods. It is estimated that in addition to attending and preparing for the above meetings, the Treasurer will spend on average 4 hours a month working on the tasks described in the Treasurer's responsibilities above.

Trustees are reimbursed for reasonable standard class travel expenses, within the UK only, incurred in attending meetings.

The initial term of office is three years from our next AGM in May 2024, plus the handover period February to April 2024, with potential for a second term of three years.

To Express An Interest

To be considered for this role please send your CV and a short supporting statement of why you are interested in supporting BFSS to our Director, Joanne Knight via director@bfss.org.uk by 30 November 2023. We anticipate holding interviews with shortlisted candidates January 2024.

If you have any queries, you are welcome to address these to our Director, Joanne knight, via director@bfss.org.uk

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Registered charity
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