



SWIDN TRUSTEE TREASURER

SWIDN are a not-for-profit network set up to support the 'international development' sector in the South West.

Our vision is of a thriving, dynamic and diverse network of organisations and individuals in the South West of the UK who effectively contribute to the global delivery of the UN Sustainable Development Goals.

Overview

The South West International Development Network (SWIDN) (Registered Charity. 1173320) was established in 2012 by volunteers to link the considerable number of organisations based in the region and help them to be more effective in tackling poverty and reducing inequality. Paid membership has reached over 40 organisations. The organisation has grown to employ two part time staff members - an Executive Director and Network Coordinator.

Overall responsibilities

The overall responsibilities of the Treasurer (who sits on the Board of Trustees) are to monitor the financial health of the network and report to the Board of Trustees at regular intervals on the state of SWIDN's financial health, in line with best practice, and in compliance with the governing document and legal requirements.

Responsibilities and duties:

- Overseeing and presenting budgets, internal management accounts and annual financial statements to the Board of Trustees
- Leading in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- Overseeing financial reports for donor reporting and working with the Finance and Operations Manager/Network Coordinator.
- Leading in the development and implementation of financial reserves, cost-management and investment policies
- Monitoring and advising on the financial viability of the charity
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems
- Advising on the financial implications of the charity's strategic plan
- Overseeing the charity's financial risk-management process
- Acting as a counter signatory on charity cheques, bank accounts and important applications to funders
- Attending quarterly Board meetings and one annual planning meeting

About you:

- Preferably based in the South West region with an interest in the international development sector (D)

- Financial and business planning experience, including the skills to analyse funding proposals (and interpret financial information including budgets and management reports (E)
- Knowledge of bookkeeping and financial management (as necessary) (E)
- Good financial analysis skills (E)
- Ability to communicate clearly (D)
- Financial qualifications (E)
- Experience in budget setting and monitoring (E)
- Experience of the not for profit sector either in a paid or voluntary capacity (D)
- Knowledge of the sector's reporting regimes (D)
- Ability to present financial information clearly and make it understandable for non-finance people (E)
- Experience of restricted grant budget management - FCDO experience would be an advantage (D)

What we offer:

- Opportunities to network with global development organisations, staff and volunteers across the South West and the UK as a whole
- Experience of being part of a progressive, inclusive and friendly team
- Opportunities to access reduced rate training
- Full induction
- Out of pocket expenses (travel costs)
- References for future employment

For further information please email: info@swidn.org.uk

How to Apply: If you feel you have the time to commit to this important role, please send a brief covering letter (1 page maximum) outlining why you are suitable and your 2 page CV to: hannah@swidn.org.uk by 9 June 2025.