

UKFIET Honorary Treasurer Job Description

UKFIET – Who we are

The Education and Development Forum (UKFIET) is committed to promoting and strengthening international education and development for all, regardless of gender, ethnicity, nationality and other differences.

UKFIET pursues this objective through:

- Sharing educational ideas, knowledge and expertise between members and across the wider community in the UK and internationally through conferences, seminars and other meetings;
- Encouraging the development of teaching, training, research and publication;
- Serving as a resource to policy makers in government, multilateral and non-government organisations, and in other institutions; and
- Making representations and facilitating critical debate on issues of common interest.

Through its membership, UKFIET constitutes a body of professional expertise that serves as a resource to policy makers in multilateral, government and non-government organisations and other institutions and agencies.

UKFIET is a non-profit organisation registered as a limited company in England (No. 5725610) with Registered Charity No. 1116614. It has a Board of Trustees who oversee the Forum's portfolio of activities and a volunteer Executive Committee who manage the delivery of the portfolio. The organisation also has two part-time paid roles provided on a freelance basis – a Programme Manager and an Engagement Fellow.

UKFIET's Membership

UKFIET's membership is comprised of organisations involved with education and development across public, voluntary, commercial and non-commercial sectors at local, national and international levels.

Membership is open to organisations in the UK working in the field of education and international development. By joining UKFIET, organisations increase their access to current knowledge, practices and issues in education and development through:

- Colloquia and workshops on current issues
- Engagement with UK government departments and the devolved administrations on policy development and research priorities
- Engagement with international bodies regarding global priorities
- Access to information about special interest meetings through the UKFIET website and member communications.

Members also have opportunities to shape the development of UKFIET events, including the biennial International Conference on Education and Development.

Key Responsibilities of Trustees

The Honorary Treasurer is a member of the Board of Trustees and shares the collective responsibilities of trustees.

Up to 12 trustees collectively hold UKFIET “in trust” for current and future beneficiaries by:

1. Ensuring that UKFIET has a clear vision, mission and strategic direction and is focused on achieving these
2. Being responsible for the performance of UKFIET and for its corporate behaviour
3. Ensuring that UKFIET complies with all legal and regulatory requirements
4. Acting as guardians of UKFIET’s assets, both tangible and intangible, taking due care over their security, deployment and proper application
5. Ensuring that UKFIET’s governance is of the highest possible standard.

Additional Responsibilities of the Honorary Treasurer

In addition to the responsibilities of trustees, the Honorary Treasurer provides oversight of the financial governance of the organisation.

The Treasurer works closely with the Chair, trustees and staff to ensure that the Board maintains appropriate financial oversight and that UKFIET’s finances are managed responsibly.

Key responsibilities include:

- Supporting the Board in overseeing the financial health and sustainability of UKFIET
- Reviewing and presenting financial reports and accounts to the Board of Trustees
- Supporting the development and review of annual budgets and financial planning
- Ensuring that appropriate financial controls and procedures are in place
- Working with the Programme Manager and external accountants or auditors in preparing annual accounts
- Supporting compliance with Charity Commission and Companies House financial reporting requirements
- Advising the Board on financial risks and financial implications of strategic decisions.

The Treasurer does not manage the day-to-day finances of the organisation but provides oversight and guidance to ensure sound financial governance.

Length of Service

Trustees commit to serve for an initial term of **three years**. They may serve a second term subject to approval at the Annual General Meeting.

After serving two terms, trustees must step down for a period of at least three years before being eligible to serve again.

Trustees may also put themselves forward for the position of Chair, Deputy Chair or Honorary Treasurer, which, if successful, is a two-year commitment, renewable at the discretion of the Board.

Time Commitment

Approximately **4–6 days per year**, including:

- 3–4 half-day trustee meetings each year (usually at least one meeting is held face-to-face in London and the remainder remotely)
- Attendance at the **Annual General Meeting**
- Email correspondence between meetings
- Participation in time-bound trustee sub-groups where relevant
- Optional attendance at UKFIET events.

Additional time may occasionally be required to review financial documents or liaise with staff and trustees regarding financial matters.

Remuneration

This is an unpaid voluntary role. Reasonable expenses, such as travel to meetings or attendance at key events, will be reimbursed on receipt.