



Zimbabwe Educational Trust

*Supporting communities to keep
children in school and out of poverty.*

Zimbabwe Educational Trust
Ebor Court
Skinner Street
Leeds
LS1 4ND
www.zimbabweeducationaltrust.org.uk
contact@zimbabweeducationaltrust.org.uk
0113 3731761

Treasurer

Zimbabwe Educational Trust (ZET) is looking for a dynamic, motivated and qualified person to help us with our financial management. The role would require some work from home and some at our office, based in Leeds, largely in support of our quarterly trustees' meetings. You would join ZET as a trustee and support with financial oversight and management for the rest of the board. We are looking for a candidate who could provide part-time voluntary support on a long-term basis.

Who we are

ZET is a small Yorkshire based international charity founded by members of the Zimbabwean diaspora in 1987. Our aim is to help disadvantaged children to access education across Zimbabwe. In 2013 we were awarded funding from the UK Government's Department for International Development to implement our flagship project in Bulawayo. We work in partnership with grassroots organisations based in Zimbabwe, believing that local people are in the best position to make positive change happen in their communities. We are reliant on enthusiastic and committed volunteers to help sustain and grow our vision to give young people in Zimbabwe the confidence, skills and experience to live happy and fulfilled lives.

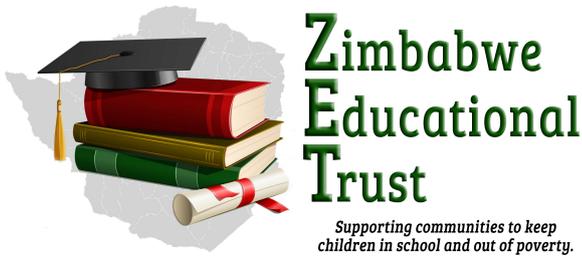
Key Objectives of Role

To maintain an overview of Zimbabwe Educational Trust's financial affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

Role Description

In addition to the general responsibilities for all trustees, the Treasurer also has some additional specific responsibilities:

- To oversee the presentation and approval of budgets, accounts and financial statements to the Trustee Board
- To require assurance that the financial resources of ZET meet its present and future needs
- To ensure that appropriate accounting procedures and controls are in place
- To liaise with and advise the Operations Manager about financial matters
- To advise on the financial implications of ZET's strategic plans
- To ensure ZET's compliance with financial legislation
- To ensure that equipment and assets are adequately maintained and insured
- To ensure preparation and disclosure of accounts as required by statutory bodies and by funders
- To ensure that accounts are audited as required, and that audit recommendations are implemented
- To inform the Trustee Board about its financial duties and responsibilities
- To contribute to ZET's fundraising strategy.
- To make brief and comprehensible presentations of the accounts, either verbally or in writing – e.g. Annual Report



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Skills and experience needed

In addition to the skills and experiences listed for a trustee, the following additional attributes are desirable in a Treasurer:

- Financial experience and ideally financial qualifications
- Some experience of charity fundraising and finance
- The skills to analyse proposals and examine their financial consequences
- The skills to analyse and interpret complex financial data
- Experience in budget setting and monitoring
- Ability to present financial information and make it understandable for non-financial people
- Willingness and approachability to deal with enquiries from trustees and staff
- Ability to make recommendations to the Trustee Board based purely on sound financial advice.

What you gain from working with Zimbabwe Educational Trust

- You will help ZET in its mission to support communities in Zimbabwe keep children in school and out of poverty
- You will learn about our incredible partner organisations in Zimbabwe and how development works in practice
- You will learn new skills, have new fulfilling experiences & gain new knowledge
- ZET will provide you with direct line management support
- ZET can provide professional references to help you in your career development (after 2 months volunteering)
- Unfortunately we are currently unable to offer volunteer travel expenses

To apply

Please email a copy of your CV to contact@zimbabweeducationaltrust.org.uk or contact our team on 0113 3731761.

Zimbabwe Educational Trust (UK Charity No. 327519) Ebor Court, Skinner Street, Leeds, LS1 4ND