**MORTON HALL DETAINEE VISITORS GROUP**

**Treasurer’s Role Description**

Morton Hall Detainee Visitors Group (MHDVG) is a registered charity based in Nottingham. Through a network of trained volunteers we visit and support people detained for immigration reasons.

We employ a part-time member of staff for 2 days per week, and have two groups of visitors, one based in Nottingham and the other in Lincoln. Both groups meet monthly.

We are looking for a trustee who can oversee the group’s work and ensure that we comply with the regulations of the charity commission. Given also the changing nature of immigration detention and the re-designation of Morton Hall as a prison for foreign national offenders in 2021, we are also looking for someone who has experience of organisational change.

Background

Morton Hall Detainee Visitors Group (MHDVG) was formed in 2011 following the conversion of Morton Hall prison in Swinderby, Lincolnshire to an Immigration Removal Centre. The third largest in the UK, the centre holds up to 392 people. Many are waiting to find out if they will be allowed to stay in Britain or returned to their countries of origin. None of them are currently being detained as punishment for a crime although a proportion have previous convictions. Immigration detainees can be held indefinitely as detention is not automatically reviewed by the courts, and many can end up in Immigration Removal Centres for lengthy periods of time.

Our aims are to recruit and provide a trained visiting network of volunteers who can offer emotional and practical support to those people in detention requesting visits. We build trust and provide signposting and advocacy independent from legal or government bodies. We also educate and inform the public about issues and injustices around immigration detention, the experiences people may have had whilst being detained, and the broader legal situation for migrants, refugees and asylum seekers in the UK.

**Board of Trustees**

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. MHDVG is looking for someone who is committed to supporting those in detention with some understanding of the detention system in the UK. However, the trustee would not be a visitor at Morton Hall IRC.

**Duties of the Board**

* To ensure MHDVG complies with its governing document
* To ensure that MHDVG pursues its objectives as defined in its governing document.
* To ensure the group applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
* To contribute actively to the Board of Trustees' role in giving firm strategic direction to MHDVG and setting overall policy.
* To safeguard the good name and values of MHDVG.
* To ensure the financial stability of MHDVG.
* To protect and manage the property of MHDVG and to ensure the proper investment of the group’s funds.
* To contribute towards any future recruitment of staff members within the group and monitor his or her performance.
* To be aware of current requirements of the Charity Commission and seek to ensure compliance with these.
* To ensure MHVG complies with all employment legislation and keeps up to date with best practice.
* To support MHDVG at this time of change, due to COVID 19 and the shift of the IRC into a prison, and work in the best interests of our clients past present and future.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

**Time commitment**

* The group currently meets once a month.

**Treasurer’s Duties**

**Overall**

* Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
* Ensure proper records are kept and that effective financial procedures are in place.
* Monitor and report on the financial health of the organisation.
* Oversee the production of necessary financial reports/returns, accounts and audits.

**Specifically**

* Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
* Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
* Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
* Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
* Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
	+ Cheque signatories
	+ Purchasing limits
	+ Purchasing systems
	+ Petty cash/ float
	+ Salary payments
	+ Pensions
	+ PAYE and NI payments
	+ Others as appropriate
* Appraising the financial viability of plans, proposals and feasibility studies.
* Lead on appointing and liaising with auditors/an independent examiner.

**Ideally we would like the Treasurer to undertake all the other finance duties as outlined below. However we are prepared to consider these duties as being separate and would look at recruiting a suitably experienced volunteer or employ an experienced bookkeeper to fulfil these tasks if necessary.**

* Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up-to-date.
* Maintain the petty cash system and regularly process petty cash claims.
* Regularly carry out reconciliations/oversee regular reconciliations by the finance volunteer.
* Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
* Make the necessary arrangements to collect payments from debtors and bank payments promptly.

**Qualities**

* Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
* Knowledge of bookkeeping and financial management (as necessary).
* Good financial analysis skills.
* Ability to communicate clearly
* Experience of writing funding applications (desirable)

**To apply**

Please send a CV, a letter of application, and the contact details of two referees by email to: beth@mhdetentionvisitors.org

In order to be considered for interview, candidates should indicate in their letter of application how they fulfil some or all of the criteria above. Please include specific examples, either from voluntary or paid work or from personal experience.

*References*

Please give the names of two persons who you wish to provide a reference for you. These should not be friends or relatives.

For an informal discussion please call Stuart Brown on 07891 701133. If the phone is not answered please leave your name, phone number and that you are responding to the Treasurer’s vacancy, and Stuart will call you back as soon as he is available.