

SOPHIE HAYES

F O U N D A T I O N 

Sustainable freedom from human trafficking

Candidate Pack

Treasurer



Thank you for your interest in the role of Treasurer.

Sophie Hayes Foundation is the only independent organisation in the UK that solely focuses on helping women survivors of modern slavery build confidence through coaching and skills development that leads to education, employment, and independence, helping them to achieve sustainable freedom.

Our mission is to reach the thousands of women survivors of modern slavery in the UK today to shape a better future for themselves. We provide coaching and development programmes to remove barrier to freedom, including vocational work placements, internships, volunteer opportunities, training, and formal education.

We are committed to creating a society that views and treats these women with respect, leading to a better society for us all.

Our unique programmes have been designed to support women by sharing essential life skills that will help with confidence building, followed by essential skills development for future employment and education. All of which are important for living independently, finding work, and remaining free.

We are currently seeking an experienced financial manager or financial director to join the Sophie Hayes Foundation as Treasurer.

This committed individual will join to help charity through a period of growth. They must also support our mission, be aligned to our values, and be able to act as an ambassador for the organisation.

A handwritten signature in black ink, appearing to read 'Nicola Murphy', with a large, stylized flourish at the end.

Nicola Murphy
Board Chair

Our Vision

A society that views and treats women survivors of modern slavery with respect and allows every freed woman to realise her potential, achieve her goals and a better future.

By putting the needs of each survivor at the centre of our activities, we will develop programmes that are relevant and help to remove the barriers to sustainable freedom.

We will be a valued, independent voice and an actor for change, working with the right partners to create greatest impact.

Our Values

1. We are courageous

Inspired by the courage and fearlessness of our survivors, we bravely challenge the status quo, and we work tirelessly for change and a better future for our survivors. We look forward, show personal courage, and go beyond the status quo.

2. We act with integrity and respect

Our relationships with survivors, partners and with each other are shaped by deep mutual respect, honesty, and confidentiality. We do the right thing by survivors, and always do what we say.

3. We are an open and inclusive community

We think everyone has a valued voice and we work with others (and with each other) to find the right solutions for the best interests of survivors. We work creatively, patiently and invite strong partnerships.

4. We respond well to change

We don't stand still, and we face challenges with agility and determination. We are a dynamic organisation that responds to the evolving demands of survivors. We believe that we can all develop and grow to achieve our full potential.

Job Description – Treasurer July 2022

The Sophie Hayes Foundation is a dynamic charity, focused on helping survivors of modern slavery rebuild their lives and achieve sustainable freedom by providing invaluable training, coaching, work experience and advocacy across the UK.

We are seeking new Trustees to join our growing charity. to help us increase our reach and transform the lives of many more survivors of modern slavery.

The Board

The Board, like the organisation itself, is undergoing a transformation and we need new Trustees to help us achieve our ambitions.

Following the appointment of Nicola Murphy as the new chair of charity, we are looking to recruit a new treasurer, to help us continue our growth and enhance our impact.

The Role

We are currently seeking an experienced financial manager or financial director to join the Sophie Hayes Foundation as Treasurer.

This individual will be an independent thinker and team player. You must also support our mission, be aligned to our values, and be able to act as an ambassador for the organisation.

The Board of Trustees seeks a wide-ranging level of experience, thinking and background to ensure that we have the skills, expertise and diversity of thought and perspective to draw upon in our governance and decision-making roles.

You will need to have the time to contribute to our growth of the charity, by attending Board meetings (6 per year), support Committee Chairs and Board officers, work and support our small but mighty management team, and represent Sophie Hayes Foundation to key stakeholders.

Trustee Responsibilities

The role and responsibilities of Trustees are governed by charity law and are to:

- Ensure that the Foundation complies with its governing document, charity law, and other relevant legislation or regulations**
- Ensure that Foundation pursues its objectives as defined in its governing documents**
- Ensure that Foundation applies its resources exclusively in pursuance of its objectives**

- **Contribute to the Board on strategic direction, help to set overall policy, define goals, set targets, and evaluate performance against agreed targets**
- **Safeguard and promote the reputation and values of the organisation**
- **Ensure the financial stability of the organisation.**

In addition to the above statutory duties, it is expected that Trustees will:

- **Attend and contribute to Board meetings**
- **Review and comment on Board papers**
- **Contribute to the work of those committee(s) of which they are a member**
- **Support fundraising and brand building initiatives**
- **Remain informed about the Foundation's activities and wider issues which affect its work.**

Treasurer Responsibilities

In addition to the Trustee responsibilities set out above, the Treasurer will:

Planning and Advisory:

- **Work with the executive team to ensure annual budgets and quarterly forecasts are prepared and presented to board**
- **Advise the Board on the financial implications of the organisation's strategic plans**
- **Provide ongoing advice and assistance as requested by the charity CEO and executive team.**

Oversight:

- **Be an active member or chair (as requested by the Board) of the Risk and Finance Committee to provide adequate financial and risk oversight, and to ensure that finance policies are implemented and adhered to**
- **Review the monthly management accounts provided by the executive team and present these to board**
- **Provide oversight and assistance to ensure accurate financial records are kept**
- **Monitor donations and grants made to the charity, ensuring correct allocation of spend.**

Reporting:

- Ensure annual financial statements are prepared in line with relevant accounting standards, and the requirements of the various regulators and statutory bodies.

Experience

- The Treasurer must be a senior financial leader, with experience of/ with charities and willing and able to help prepare financial statements if required.

Personal Qualities

- Integrity.
- A commitment to the organisation and its objectives.
- An understanding and acceptance of legal duties, responsibilities, and liabilities of trusteeship.
- A willingness to devote the necessary time and effort to their duties as a Trustee.
- Strategic vision.
- An ability to think creatively with good, independent judgment.
- An ability to work effectively as a member of a team yet be willing to speak your mind.
- A commitment to abide by the code of conduct.

Time Commitment

- Term: 3 Years.

Board Meetings

- 6 Board of Trustee meetings per year (usually held on weekday evenings, after close of business), plus preparation and reading of documentation.

Committees

- 6 meetings per year, plus preparation and contribution to the work of the committee.

Other

- Attendance at major SHF events (1-2 pa) plus possible ad hoc stakeholder meetings.

The Recruitment Process

How To Apply

Please send your application and resumé for Treasurer to boardrecruitment@sophiehayesfoundation.org and mark Application for Treasurer or apply via our LinkedIn page by 31 August 2022.

If you would like more information or to discuss the positions, please contact Board Chair Nicola Murphy - Nicola@sophiehayesfoundation.org or Chair Governance and Nominations Committee Laura Haynes - laurah@sophiehayesfoundation.org .

Potential candidates will be contacted by email and meetings will be scheduled with shortlisted applicants.

Please note that due to the volume of applications we expect to receive, we are unable to respond to each applicant individually.

Thank you for your interest in Sophie Hayes Foundation.

SOPHIE HAYES

FOUNDATION 

Sustainable freedom from human trafficking

107-111 Fleet Street. London. Greater London. EC4A 2AB.

Registered England & Wales Charity Number: 1145176.

Registered Company Number: 7886303.

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