



# Devon & Cornwall Refugee Support

Candidate Pack  
Treasurer



# Letter from the Chair



## Welcome

Thank you for showing an interest in joining our trustees.

DCRS plays a vital role in the south-west by supporting asylum seekers and refugees. We provide several important services, but the principal one is using our caseworkers to help asylum seekers achieve Leave to Remain status giving them security for a period of time in the UK.

Many of these are sent to us by the Home Office as Plymouth has accommodation availability. We also have a large Health and Well-being function within DCRS.

As the largest refugee support organisation in the South West, we were very active when almost a thousand were placed in hotels in the region by helping smaller, voluntary organisations. We are developing our training role which can also be an income source.

Our trustees are a varied group, who realise how important DCRS is in its strategic role. We support our excellent CEO and caseworkers and others in the team (10fte) through planning, policies and finance including fund raising. A trustee with legal knowledge would be very helpful to us with all the national legal changes. We are particularly keen to recruit a professional Treasurer, partly as we have expanded so much and recently started a Legal Aid section. Our temporary Treasurer has done a wonderful job but doesn't feel he can continue.

I look forward to meeting you probably with our Vice Chair.

Best wishes

Ian Gasper,  
Chair

# About Us

DCRS is a UK-based charity dedicated to supporting asylum seekers and refugees. We provide essential services, advocacy and support to help individuals and families rebuild their lives in the UK. Our mission is to promote the rights and well-being of asylum seekers and refugees through comprehensive support, integration services, and community engagement.

DCRS has a dedicated team of coordinators and caseworkers, over 30 volunteers, and a Board of Trustees, who ensure that asylum seekers can seek sanctuary in Plymouth whilst the UK government decides on their claim.

Plymouth receives 300 plus asylum seekers at any one time from the Home Office under its dispersal scheme.

Each morning DCRS will typically receive visits from 40-60 asylum seekers who will be triaged and assigned to a caseworker or given access to our IT, clothes store or social facilities.

Our case workers provide support to resolve a wide range of health, accommodation, education, asylum system, benefits, social, destitution, ESOL and other issues relating to improving their prospects and integration into the community and the UK.



## Why are we needed?

Delays in the asylum process and being denied the right to work leaves asylum seekers lacking in confidence and the necessary skills to integrate into British society.

We provide emergency food aid in partnership with the Devon & Cornwall Food Association.

Our aim is to promote independence, prevent destitution and encourage integration of our service users into the local community.

We make sure that service users get decent legal representation during their asylum claim, as Legal Aid only cover eight working hours of a solicitor's time.

We explain their rights and responsibilities, particularly regarding housing, support and healthcare.

We help asylum seekers who are without housing or any financial support.

We seek to improve the physical and mental health among asylum seekers caused by inadequate health services in their country of origin.

We signpost to various other partner organisations with cases of torture, and modern-day slavery and once they have gained refugee status.



***"DCRS plays a hugely important role in safeguarding the wellbeing of asylum seekers and refugees in the city" - Migrant Legal Project***

# Role Description

## Treasurer Role Overview:

The Treasurer is a key member of the Board of Trustees, responsible for overseeing the financial management and sustainability of the charity. The Treasurer will ensure that DCRS operates within the legal and regulatory financial frameworks, maintains accurate financial records, and manages the charity's finances to support its mission effectively.

## Key Responsibilities:

### Financial Oversight:

- Ensure DCRS adheres to financial regulations and best practices.
- Oversee the charity's financial affairs, including budgeting, reporting, and audits.
- Ensure proper records are kept and that effective financial procedures and controls are in place.

### Financial Planning and Reporting:

- Prepare and present regular financial reports to the Board of Trustees.
- Lead the development and review of financial policies.
- Support the preparation and presentation of the annual budget.
- Ensure the timely submission of annual accounts and financial returns to the Charity Commission and other regulatory bodies.

### Risk Management:

- Monitor the charity's financial position and ensure its long-term sustainability.
- Identify and assess financial risks, implementing appropriate measures to mitigate them.

### Fundraising and Income Generation:

- Work with the fundraising team to develop and implement effective fundraising strategies.
- Ensure that income is maximized and appropriately managed.

### Governance:

- Attend and contribute to Board meetings, providing financial insights and guidance.
- Ensure that the charity complies with all statutory and regulatory requirements.
- Act as a point of contact for financial matters and liaise with external auditors, accountants, and regulatory bodies.

# Person Specification

## Qualifications and Experience:

- Ideally, a professional qualification in finance, accounting, or related field (e.g., ACA, ACCA, CIMA).
- Experience in financial management and oversight, preferably in the charity or non-profit sector.
- Understanding of the regulatory environment for UK charities.
- Experience in budgeting, financial planning, and risk management.

## Skills and Abilities:

- Strong analytical skills and attention to detail.
- Excellent communication and presentation skills.
- Ability to explain complex financial information to non-financial colleagues.
- Strong organizational and time-management skills.

## Personal Attributes:

- Commitment to the values and mission of DCRS.
- Integrity, objectivity, and a commitment to ethical practice.
- Collaborative and team-oriented approach.
- Resilience and adaptability in a changing environment

## Benefits

- Opportunity to make a significant impact on the lives of asylum seekers and refugees.
- Develop and utilize your financial skills in a meaningful context.
- Work with a passionate and dedicated team.
- Networking opportunities within the charity and non-profit sector

## Time Commitment

There are 8 meetings a year and there may also be ad hoc support required in between meetings. Ideally Trustees should be local to the charity so they can attend meetings and the service in person, but working from home arrangements are also possible if required

# How to Apply

The TrusteeWorks Team at Reach Volunteering are supporting Devon & Cornwall Refugee Support with their Trustee recruitment.

Applications should be made via TrusteeWorks in the first instance.

To apply please submit your CV along with a covering letter stating why you wish to join the organisation and your suitability for the role.

Please send applications and enquiries to:

[trusteeworks@reachvolunteering.org.uk](mailto:trusteeworks@reachvolunteering.org.uk)

The closing date for applications is Friday 31 January 2025.

DCRS is committed to promoting diversity and inclusion. We welcome applications from all sections of the community and from individuals of all backgrounds and experiences.

