

Treasurer Roles & Responsibilities

21st December, 2024

Refugee Biryani & Bananas is looking for a Treasurer with a passion for financial management and accounting to join our Trustees Board to oversee the financial health of the charity and cement the financial literacy of the organisation at Board level. We are looking for someone with the skills, experience, energy and time to commit to our important work. Our Board is responsible for the governance of Refugee Biryani & Bananas. The Board does not directly manage the day-to-day work, but provides oversight, shaping organisational strategy and supporting our staff and volunteers.

Responsible to: Chair, Refugee Biryani & Bananas

Purpose: To oversee the management and reporting of charity finances.

Hours: Approximately six to eight hours a month.

Salary: This is a voluntary role. Travel expenses will be reimbursed in line with our volunteer policy.

We are expanding our Board of Trustees to support the growth and future plans of our ambitious small charity. Board meetings take place every 12 weeks via video call, with opportunities for in-person gatherings throughout the year. Additional meetings may occasionally be required, either more frequently, in smaller groups, or one-to-one, depending on specific needs or exceptional circumstances.



Role Summary

The Treasurer will work closely with our team members including volunteers, other Trustees and with the CEO, advising on all financial matters including regulatory compliance. The Treasurer will be expected to attend Board meetings which last approximately an hour and a half every twelve weeks. The Treasurer will:

- Actively participate as a key member of the Board of Trustees.
- Act as an ambassador for Refugee Biryani & Bananas
- Lead development of the annual budget and cash flow forecasting
- Support with fundraising and financial strategic planning
- Advise on all financial matters, including regulatory compliance.
- Oversee the development and observation of financial policies
- Advise the board on fund management and ensure an appropriate reserves policy
- Advise fellow Trustees on a regular basis of the financial status of the charity and where necessary recommend action.
- Support with financial processes such as Gift Aid collection and running Payroll
- Work with professional advisors including any contracted accountants
- Review financial transactions on a monthly basis via digital accounting software, Xero
- Arrange the compilation and agreement of Refugee Biryani & Bananas' annual report
- Liaise and lead on the annual review of accounts by the independent examiner
- The [general responsibilities of a trustee](#).

Person Specification

The ideal candidate will have innovative ideas and sound financial knowledge. All Trustees are expected to assist Refugee Biryani & Bananas to secure a sustainable and diverse funding base for the organisation.

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Support for the values and mission of Refugee Biryani & Bananas
- Familiarisation of the Charities Statement of Recommended Practice (SORP) and willingness to refer to them when needed.
- Proven ability to communicate and explain financial information

Desirable



- A qualified accountant (formal qualification preferred) with financial and commercial awareness, experienced in managing finances, payroll, and the needs of smaller organisations.
- An understanding of the voluntary sector and previous experience as a Trustee or Treasurer.
- Good communication and competent IT skills
- Extensive experience in senior strategic management and leadership, combined with strong analytical and evaluation skills.

Application Process

We are looking for applicants with the drive to help us reach our ambitious goals.

We are a safe space for all people and welcome those who are new to and currently underrepresented on Charity Boards, in particular members those who consider themselves to have a disability, members of the LGBTQ+ community and those in the global majority¹. Lived experience of migration or asylum or a commitment to this work is welcomed.

Please apply by sending your CV and cover letter via Reach.

Trustees are appointed for an initial period of 3 years after which they're eligible for reappointment.

Following a successful interview, potential Trustees are asked to undergo a DBS/Police check, provide references and complete a three month induction period before being officially appointed. All Trustees are required to adhere to the Charity's policies and procedures.

About Refugee Biriyani & Bananas

Refugee Biriyani & Bananas (RBB) began as a grassroots movement in 2015, in response to the Syrian refugee crisis. What started as a group of friends distributing 2,500 portions of biriyani and bananas in the unofficial camp for displaced people in Dunkirk, Northern France, has grown into a community-driven humanitarian organisation. Initially working under the umbrella of another organisation, RBB became independent to better address gaps in aid and advocacy for displaced people worldwide.

What We Do

RBB supports people facing displacement, war, and inequality, tailoring actions to the needs of each situation. From food distributions to medical support and human rights advocacy, our work is versatile and responsive. We have provided aid in refugee and internally displaced persons (IDP) camps, squats, and other unstable settlements along migratory pathways, including:

¹ Global Majority is a collective term that first and foremost speaks to and encourages those so-called to think of themselves as belonging to the global majority. It refers to people who are Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'.

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www.RefugeeBiriyaniBananas.org Registered Charity No. 1189561.

- **France:** Calais, Dunkirk & Paris
- **Greece:** Idomeni, Thessaloniki, Athens, Lavrio, Samos & Chios (our main base)
- **Iraq:** Duhok
- **Serbia:** Belgrade Barracks
- **Bosnia & Herzegovina - Croatia Border:** Vucjak Camp
- **Turkey:** Istanbul
- **Poland, Belarus & Lithuania Border**
- **Ukraine Border (Poland and Ukraine sides)**
- **Palestine:** Gaza



Our Approach

RBB is a mobile organisation, enabling rapid responses to emerging crises. Our main base of operations is in Chios Island and Athens, Greece. More recently, since October 2023, we established community-led projects to support those affected by the war in Gaza, Palestine.

Beyond emergency relief, we remain committed to ongoing support through volunteers, translation services, medical care, aid, and advocacy until either local capacity builds or the situation changes. In addition, our **Community Humanitarian Leaders Programme (CHLP)** plays a vital role in this approach by empowering displaced individuals with the skills, tools, and networks needed to take on leadership roles in humanitarian efforts.

Our field team comprises 80% individuals from refugee and asylum-seeking communities, representing Syria, Iraq, Afghanistan, Somalia, Gambia, Ethiopia, Palestine, and Yemen. This diverse team is led by our founder and CEO, **Ruhi Akhtar**, alongside our field coordinators.



We prioritise dignity and equity, involving displaced individuals in decision-making and collaboration. RBB's direct aid includes food, water, shelter, medical supplies, clothing, hygiene packs, and season-specific items like sunscreen or firewood. Needs assessments and communication with affected communities guide our actions, ensuring targeted, person-centered care.

Advocacy & Awareness

RBB amplifies the voices of displaced people by sharing their stories and raising awareness about often-overlooked realities. Through storytelling and advocacy, we aim to challenge injustice and inspire action.



Join Us

If you're inspired to contribute, visit our website at www.refugeebiriyaniбанanas.org.

Becoming a Trustee



To learn about the legal obligations of charity trustees, visit the Charity Commission website at <https://www.gov.uk/government/organisations/charity-commission> and read their publication [CC3: The Essential Trustee](#).

Eligibility: Trustees must be 18 or older and meet specific legal requirements. If you're unsure about your eligibility, consult the Charity Commission.

We look forward to hearing from you!