



Treasurer Roles & Responsibilities

Refugee Biryani & Bananas is seeking a Treasurer to join our Board of Trustees and provide strategic oversight of the organisation's financial health. The Treasurer plays a key governance role, strengthening financial literacy at Board level and supporting sustainable growth. The Board is responsible for governance and strategy and does not manage day-to-day operations.

Refugee Biryani & Bananas (RBB) is a growing charity registered with the Charity Commission (Charity No. 1189561). For the financial year ending 31 March 2025, RBB reported a total income of £423,041 and total expenditure of £373,007. As a charity with income above £250,000, we prepare annual accounts in accordance with the Charities SORP and undergo independent examination.

As our current treasurer prepares to step down, 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.

- **Responsible to:** Chair, Refugee Biryani & Bananas
- **Purpose:** To oversee the management and reporting of charity finances.
- **Hours:** Approximately six to eight hours a month.
- **Remuneration:** This is a voluntary, unpaid Trustee role. Reasonable travel and out-of-pocket expenses will be reimbursed in line with our volunteer policy.



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
- Oversee and analyse the development of the annual budget and cash flow forecasts, ensuring alignment with organisational strategy and sustainability.
- 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.
- Oversee and administer financial processes including Gift Aid claims and payroll, ensuring appropriate financial controls, transparency and board oversight are maintained. (There is currently only one person on payroll.)
- Work collaboratively with the CEO and Chair to ensure appropriate financial segregation of duties within the constraints of a small charity.
- Support the Board in monitoring financial risk, reserves policy and international financial compliance.
- Ensure appropriate internal financial controls are in place and regularly reviewed.
- 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
- Lead Trustee liaison with the independent examiner and oversee the preparation and Board approval of the annual accounts and report.

The Treasurer will play a key role in strengthening financial sustainability as RBB continues to grow its international programmes and funding base.

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
- Familiarity with the Charities Statement of Recommended Practice (SORP), or willingness to develop this knowledge.
- 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 seeking applicants who share our values and are committed to strengthening our long-term sustainability and impact.

We are a safe space for all people and welcome those who are new to and currently underrepresented on Charity Boards, in particular members 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.

Interested applicants should send a CV with full contact details and a brief covering letter to address your motivation for the role, what specific skills and expertise you would bring and how you meet the competencies listed in the role description.

To apply please send your CV and cover letter via the Reach platform.

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

Following a successful interview, potential Trustees may be required to undergo appropriate background / DBS checks in line with our safeguarding policy, 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 Biryani & Bananas

Refugee Biryani & 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 biryani 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:

- **France:** Calais, Dunkirk & Paris
- **Greece:** Idomeni, Thessaloniki, Athens, Lavrio, Samos & Chios (our main base)
- **Northern 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
- **Egypt:** Cairo



Our Approach

RBB is a mobile grassroots organisation, designed to respond rapidly and flexibly to emerging crises. Our main base of operations is on Chios Island, Greece, where we provide ongoing support to people who are displaced.

Since October 2023, we have also established community-led initiatives to support people affected by the war in Gaza, Palestine, as well as Sudanese and other displaced communities in Cairo, Egypt.

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 strengthening the leadership of people who are displaced by building on their existing skills, networks and lived experience in humanitarian efforts.

Our field team comprises 90% individuals from refugee and asylum-seeking communities, representing Sudan, Syria, Iraq, Afghanistan, Somalia, Gambia, Ethiopia, Palestine, and Yemen. This diverse team is led by our founder and CEO, **Ruhi Akhtar**, alongside field coordinators / project managers.

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.refugeebiriyabananas.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!