



Bats without Borders is looking for a new Board Member: Treasurer

Location: Home-based, if possible occasional face-to-face meetings in central Scotland

Website: www.batswithoutborders.org

Contact: info@batswithoutborders.org

Closing date: 15th of February 2023

Bats without Borders is looking for a reliable, enthusiastic and confident volunteer Treasurer to join our Board of Trustees (unpaid position). The role is home-based but there may be an opportunity to occasionally meet up in central Scotland. The primary aim of this role is to maintain effective organisational governance, ensuring financial viability and making sure that proper processes and procedures exist for assuring all financial records and decisions are maintained and clearly demonstrate transparency and accountability.

This is an exciting opportunity to join the dynamic Board and support the Principle Officer and our ongoing work across southern Africa.

Availability and commitment

Board members need to be able to attend four board meetings per year, and to participate in the activities of the organisation between board meetings, to advise the operational team and be a Bats without Borders ambassador. Board meetings are currently held quarterly via Zoom.

This position would be for a period of three years (term can be renewed after this time).

About Bats without Borders

Bats without Borders was founded in 2013, as a Scottish Charitable Incorporated Organisation (SCIO) regulated by OSCR (the Scottish charity regulator). We work across southern Africa covering four main areas: applied research, conservation advocacy, engagement and capacity strengthening.

Our Vision

Bats and their habitats in southern Africa are valued, protected and conserved for the well-being of bats, biodiversity and people.

Our Mission

Bats without Borders is dedicated to conserving bats, biodiversity and healthy ecosystems within southern Africa's changing landscape. We will achieve this by supporting and conducting applied research that informs targeted conservation action, strengthening local capacity and promoting a positive attitude towards bats through public engagement.

Our Commitments

Bats without Borders will strive to:

- **PROTECT** bat diversity and habitats by advocating for policy change with key stakeholders across southern Africa, informed by collaborative, evidence-based and ethical research.
- **RESTORE** important natural habitats through conservation action informed by evidence-based research, in collaboration with African and international partners.
- **ENGAGE** ecologists, researchers and conservationists across Africa to mobilise and protect their natural heritage through capacity strengthening and networking.
- **INSPIRE** people in southern Africa to learn, better understand, appreciate and even love bats through inclusive, participatory and fun education and community engagement.
- **EMPOWER** people to create and realise more sustainable livelihood strategies that both contribute to the alleviation of poverty and the conservation of key ecosystems and biodiversity.

Equality, Diversity and Inclusion

Bats without Borders is committed to reducing inequality, valuing diversity and enabling inclusion. We are an equal opportunity organisation, and strive to ensure positions are accessible to all, regardless of race, nationality, ethnicity, age, disability, gender expression or identity, sexual orientation or identity, religion, marital or parental status.

About the role

We are recruiting a Treasurer that will bring financial skills and experience, including budgeting and strategic financial planning, to the Bats without Borders team.

Key duties will include:

- overseeing financial aspects of the charity, on behalf of the Board of Trustees, to ensure its short and long-term viability
- keep clear, accurate records of the Bats without Borders financial transactions
- manage the budget, issue bills and organise receipts and payments of charity and volunteer expenses
- manage the bank account and restricted fund accounts in consultation with Principal Officer and the rest of the Board

- manage income from multiple income streams, including grants, donations, PayPal, Give as You Live, etc
- ensuring that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given
- ensuring that the charity has adequate financial procedures and controls and that these are monitored and reviewed regularly
- presenting the Annual Accounts at the Annual General Meeting
- the accounts are independently reviewed, and working closely with the Principle Officer to submit them to OSCR (the Scottish Charity Regulator)

About you

We are looking for an individual to help us successfully maintain financial control and ensure we comply with our legal responsibilities as a Registered Charity. If you are passionate and motivated to support a micro conservation charity to develop and grow, in order to expand our impact across southern Africa, we would love to hear from you!

Skills, experience and knowledge

Essential

- commitment to fulfil the duties and standards required by best practice charity governance and in line with OSCR (the Scottish charity regulator) guidelines
- an understanding of and commitment to equality, inclusion, and diversity issues
- cultural literacy
- financial qualifications and/or bookkeeping experience
- experience as treasurer or in a relevant financial management position
- knowledge of financial legislation and practices
- friendly and supportive approach to dealing with people
- adaptable and flexible approach to work

Desirable

- experience of claiming gift aid
- experience of online finance software(e.g. Xero or Quickbooks)
- an interest in conservation and/or bats
- an understanding of charity governance
- experience of living/working in southern Africa

Application Process

If you would like to join our passionate team, please send a CV (2 pages) and cover letter (max 2 pages) outlining: (1) why you feel you are suitable for the position, and (2) why you would like to join the Bats without Borders Board to Ruth at info@batswithoutborders.org.

The closing date for the receipt of completed applications is **15th February 2023** by midnight.

We will get in touch with all candidates to let you know the outcome, and for those shortlisted we will arrange a conversation with one of our Trustees and the Principle Officer.

Thank you for your interest in this post!