



## Welcome to Xenia

**Xenia is a grassroots charity on a mission to create more inclusive, equal and welcoming communities.** Founded in 2016, we deliver weekly workshops in Hackney, London and Sheffield which enable women to **connect, share and learn** from each other.

**Participants are at the heart of the Xenia community.** Migrant, refugee, asylum seeking and British women come together as active equals at our workshops to connect, share and learn. Together we create a community that supports practising spoken English, reduces social isolation, connects different cultures, and gives underrepresented women access to civic and democratic opportunities to make their voices heard.

**As an organisation Xenia is non-hierarchical and participatory, meaning decisions are made collectively and proactively informed by participant involvement.** The charity is run by Trustees, who provide strategic direction and financial oversight, as well as the volunteer-led Organising Team and small staff team. We are a young and ambitious organisation, and we aspire to develop and grow in a way that is both sustainable and true to our values.

**This is where you come in.** We are looking for a **new Treasurer to join the trustee board.** This role is right for you if you have financial management skills as well as a passion for supporting migrant women and for building more connected, inclusive communities.



**Xenia has a strong commitment to equality and inclusion in all aspects of its work.** We actively seek out ways to prevent and combat all forms of prejudice and oppression in our workshops as well as in our working practices. The culture within the Xenia team is supportive, inclusive and oriented around the capabilities and needs of individuals as well as the organisation as a whole.

**The best way to find out more about Xenia is to attend a workshop.** These currently take place every Saturday morning in Hackney, and every other Saturday morning in Sheffield's city centre.

**Xenia is a word meaning hospitality, love and respect between hosts and guests.** It recognises and celebrates difference, encouraging people from different places to learn from one another's cultures. The values below have been decided by Xenia women throughout workshops together:

- We welcome all women
- We value everyone's experiences and knowledge
- We take time to listen and understand
- We all have something to teach and all have something to learn

**If you think you could be a good fit for this role in Xenia, we would love to hear from you.** Even if you're not sure you have the right experience, you can always get in touch and have a chat with one of us. We particularly encourage applications from people who identify as Black, from an ethnic minority, or from migrant or refugee backgrounds, in particular women who have experience learning English (either yourself or close family). If there is any way we could make this application or opportunity more accessible for you, please tell us.

**For any questions related to the role, please contact Camilla on [office@xenia.org.uk](mailto:office@xenia.org.uk)**

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## The role of treasurer

### What is a Trustee?

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The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. All Trustees perform their duties voluntarily. You can find out more here- [The Essential Trustee](#)

### The role of the Trustees in Xenia

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Trustees are responsible for managing the strategic, legal and financial affairs of the organisation, and to act in keeping with the charitable purposes as declared in the objects of Xenia's Constitution. The trustees must always act in the best interests of Xenia, exercising due care and diligence. The trustees must act as a group, and not as individuals.



## **Duties of a Trustee**

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The duties the Trustees collectively are to:

**Ensure Xenia is carrying out its purposes for the public benefit**, in accordance with its governing document (Constitution), charity law, and any other relevant legislation or regulations. This might include:

- ensuring you understand the charity's purposes as set out in its governing document
- planning what Xenia charity will do, and what we want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

**Comply with Xenia's governing document and the law:**

- make sure that the charity complies with our constitution
- comply with charity law requirements

**Manage Xenia's resources responsibly:**

- Ensure that Xenia applies its resources exclusively in pursuance of its objects (i.e. it must not spend money on activities which are not included in the objects)
- ensure the financial stability of Xenia, protecting and managing Xenia's resources;

**Act with reasonable care and skill:**

- contribute actively to the trustees' role in giving firm strategic direction to Xenia, setting overall policies, defining goals, setting targets and evaluating performance against agreed targets;
- safeguard the reputation, values and integrity of Xenia;
- appoint and support paid staff and oversee the monitoring of their performance.

**Ensure the charity is accountable:**

All the trustees must comply with statutory accounting and reporting requirements. Also they should:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers

The Treasurer also has the following specific duties:

- Maintain an overview of Xenia's financial affairs, including working with an external accountant to compile a financial report to submit to The Charity Commission;
- Support other trustees to make strategic financial decisions in Xenia's best interest;
- Work with staff to ensure that proper financial records are maintained.



## **Role description:**

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The treasurer will work closely with the staff team (especially the Operations Organiser) as well as with the chair and Finance & Fundraising Sub-Group. Responsibilities will include:

- Working with the Operations Organiser to prepare quarterly finance reports and presenting these at quarterly trustee meetings;
  - Working with an external accountant on the preparation of annual accounts for The Charity Commission and arranging for these to be independently examined/audited;
  - Working with the staff and organising team to prepare annual budgets;
  - Attending all trustee meetings and Finance & Fundraising Sub-Group meetings;
  - Approving large payments;
  - Maintaining financial oversight of the organisation;
  - Working with the Operations Organiser to draft and review finance policies.
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## **Person specification:**

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Each trustee must have a commitment to the mission and values of Xenia and a willingness to devote the necessary time and effort as detailed above in this document.

We welcome applications from anyone who identifies as a woman and would love to hear from you. We particularly encourage applications from people who:

- have lived experience learning English as a second or other language;
- have lived experience supporting family members for whom English is a second language;
- identify as being part of the global majority. The global majority includes people who identify as Black, Asian or have other identities and backgrounds that are racialised in the UK.

We are looking for someone with skills relevant for the role of treasurer, such as:

- experience in strategic financial management
- experience in operational financial management
- experience in managing charity finances.
- accountancy experience

Ideally the treasurer will be a qualified accountant. If you have questions about this, please get in touch.

## **Time commitment**

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Trustees are expected to attend all board meetings, which take place four to five times per year at times agreed by the trustee board, and usually last no more than 3 hours. All Trustees are also encouraged to attend at least two Xenia participant workshops a year, either in Sheffield or in London. Additionally, the treasurer will sit on the Finance and Fundraising Sub-group, which meets approximately 4 times per year for meetings that usually last no more than 1.5 hours.

The treasurer will also have several other responsibilities to fulfil outside of the above mentioned meetings (see role description) and the expected additional time commitment is approximately 4 hours per month.



Most meetings are currently taking place online via Zoom, however we strive to hold two Trustee meetings in person per year and these will be held in London. Trustees can claim out of pocket expenses incurred when travelling to meetings. New trustees will attend an induction session with Xenia's Organising Team prior to their first trustee meeting.

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## How to Apply

We are wholeheartedly committed to being an equal opportunities organisation, and actively celebrate diversity in all parts of the way we work as a team. We particularly encourage applications from people who identify as Black, from an ethnic minority, from migrant or refugee backgrounds, and women who have experience learning English as a second or other language (either yourself or close family). If there is any way we can make the application process more accessible, or if you have any questions or challenges for us, please just get in touch.

We would like to see your CV (no more than 2 sides of A4) to give some context to your application, but other than that you can apply in whatever form you like. For example you could submit:

- a video, up to 2 minutes
- a written letter of application, up to one A4 page
- any other medium you feel would best showcase your suitability

However you choose to apply, please include:

- why you'd like to work with Xenia;
- what makes you a good candidate for the role of Treasurer
- a completed Equal Opportunities Monitoring Form (optional);
- anything else you think is relevant.

**Please send your application to us via email to [office@xenia.org.uk](mailto:office@xenia.org.uk) by midnight on 16th January 2024. If you would like to apply but cannot meet this deadline or just want to find out more before you formally apply, please do get in touch.**

**We look forward to hearing from you!**

