





Refugee Support Devon Treasurer Role Description October 2025

Introduction / Text for website/Linkedin




Do you love budgets, spreadsheets and management accounts - and fancy lending your time and skills to a good local cause?

If so, you could be the next Treasurer at Refugee Support Devon! We are a local charity which has provided vital services to asylum seekers and refugees in Devon for over 20 years. Our Treasurer plays a vital part, supported by a dedicated finance committee, our CEO and finance manager, in keeping our finances on track. This role focuses on oversight and governance - not day-to-day bookkeeping.

If you:

-  are a finance professional, preferably with experience of charity/social enterprise finance
-  are a strategic thinker and clear communicator
-  are able to devote the time & effort needed to help us move forwards
-  are committed to supporting refugees, asylum seekers and migrants

We'd ask you to:

-  Attend six evening board meetings (combination of online and in-person in Exeter)
-  Attend one monthly online finance meeting
-  Attend our AGM and one trustee awayday per year in-person in Exeter

Previous board experience is desirable, but not essential. If you haven't been a trustee before, why not start now? We'll provide a full induction, plus ongoing training and support.

Applications are open until 5pm, Friday 7th November. We'd love to hear from you!

Refugee Support Devon

Refugee Support Devon (RSD) is an independent local charity set up in 2001 by volunteers concerned about the wellbeing of refugees and asylum seekers living in Devon. Our vision is for Devon to be a place where refugees, asylum seekers and vulnerable migrants are welcomed and supported to rebuild their lives and integrate successfully into their new communities.

We are the only charity specialising in refugee and asylum issues in Exeter and the surrounding area, and we work through a wide range of local and regional partnerships. Our services include a twice-weekly drop-in; outreach support to residents of initial asylum accommodation hotels in Devon; a weekly immigration advice clinic; support to resettled refugees in Devon; ESOL training; and a range of other social support activities including an allotment and community choir.

Treasurer role

The Treasurer plays a critical function on our board of Trustees. As well as fulfilling the duties of a Trustee, the Treasurer is responsible for having oversight of Refugee Support Devon's financial affairs. They ensure that effective and appropriate financial measures, controls and procedures are in place, and report to the Board at regular intervals about RSD's financial health. The Treasurer works closely with RSD's Chair of Trustees and CEO. They are assisted by the part-time Finance Manager as well as by accounting services and other staff/trustees.

The key responsibilities of the role are:

- Overseeing the presentation of budgets, internal management accounts and financial statements to the Board of Trustees.
- Keeping the board informed about its financial duties and responsibilities and liaising with the CEO to develop the financial understanding of the Board of Trustees.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitoring and advising on the financial viability of the charity and overseeing the charity's financial risk management.
- Overseeing financial controls and adherence to systems, regularly liaising with the CEO and the finance manager.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.

In addition to the above, the Treasurer also has the responsibilities and qualities of all trustees. This includes approving operational strategies and policies, helping to identify and manage wider organisational risks, and contributing to the Board more generally.

Who we are looking for:

- A finance professional. A knowledge of charity finance is an advantage. Otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors

Personal skills and qualities:

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.

- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

What can RSD offer you?

This is an opportunity to play a key role on the board of trustees, using your professional skills and knowledge to support RSD's vital work and to enable refugees and asylum seekers to reach their full potential. You will join an established charity with nearly 25 years of experience supporting refugees and asylum seekers, gaining insight into the work of the charity and learning about our strategy and approach. RSD is known for its work across Devon and has good local connections and support, and you will join a community of committed volunteers that includes a supportive board of trustees. We hope that the connections and knowledge you build will have a lasting impact on your professional and personal development.

You do not need previous governance experience – we will provide a full induction and training.

Please note that this is a voluntary position, but that reasonable expenses will be reimbursed.

Time commitment (estimated at 4-8 hours per month):

- Attending Board meetings of which there are 6 annually. Currently meetings are held on Tuesdays from 5.30-7pm remotely on Zoom or in person at Exeter Community Centre.
- Meetings with the CEO and finance manager as necessary with flexibility to respond swiftly to occasional ad hoc issues.
- Attending Finance Committee meetings held monthly via Zoom from 12-1pm on Tuesdays (a change of time can be negotiated).
- Attending the AGM (one evening per year), and one trustee away day per year (usually held on a Saturday).

How to Apply

Please email your CV along with a short covering letter stating why you wish to join the organisation and how your skills would add value to the board. Completed applications should be sent to info@refugeesupportdevon.org.uk. Interviews will be held online during the week of 17 November 2025.

If you would like to find out more about RSD or the Treasurer role, please contact our Chair, Helen Hartstein, on helen.hartstein@gmail.com. She would be happy to arrange an informal conversation with you to answer any questions you may have.

