

## **Board of Non-Executive Directors, ABColombia Finance and Fundraising Lead**

As Finance and Fundraising Lead on the Board of Non-Executive Directors of ABColombia, you will provide financial oversight to the highly successful advocacy group of five leading British and Irish development agencies working on Colombia. The group is hosted by Cafod and answers to the Member organisations.

This is a voluntary position with expenses paid. You need to be able to commit approximately half a day a month, attend quarterly Board meetings (this can be in person or from a distance via skype – these are held after working hours) and ABColombia's annual planning meeting.

You will contribute to the work of the Board which was established in January 2008 and currently comprised of four non-executive directors, one of whom is a representative of the member agencies.

Working in partnership with the Programme and Advocacy Manager, one other member of staff, Member organisations and the Non-Executive Directors you will:

- Oversee and approve budgets, accounts and financial statements.
- Ensure that proper financial records and procedures are maintained.
- Provide support in financial systems to ABColombia staff and as appropriate liaise with host agency
- Advise the board and staff about ABColombia's continued financial viability.
- Ensure the organisation's compliance with financial legislation.
- Ensure that the accounts are prepared and disclosed in the form required by funders and the host agency.
- Contribute to a fundraising strategy for the organisation.

### **Person Specification:**

We are looking for someone who has:

- expertise in managing the finances of small organisations
- Experience and understanding of how to work with committees and networks.
- You need to be willing to be available to staff for advice and enquiries on an ad hoc basis.
- You will need good independent judgement together with the ability to work as a member of a team.
- You will need a commitment to respect for human rights and the right to development,
- An interest in Colombia/Latin America would be an advantage.

If you would be interested in joining us and would like to find out more about this important role, please email ABColombia at [abcolombia@abcolombia.org.uk](mailto:abcolombia@abcolombia.org.uk) for further details, you will also find more information on ABColombia's website at [www.abcolombia.org.uk](http://www.abcolombia.org.uk).