



Board Finance Lead - Job Description

Do you feel strongly about every child's right to play and education?

Do you have experience with financial management and reporting?

Could you join the Board of Trustees of a grassroots NGO delivering play sessions for children and families on the move in northern France?

JOB DESCRIPTION

You will work remotely with the rest of the board to support the team on the ground with the oversight and accountability of the organisation.

The executive board are a group of 5, each who has a specific role. The roles are as follows: Designated Safeguarding Lead (DSL), Finance Lead, Fundraising Lead, Chair and Advocacy Lead.

This is a voluntary role and an opportunity to use your skills to support the development of a grassroots association, supporting children and young people experiencing displacement in northern France.

KEY RESPONSIBILITIES OF ALL BOARD MEMBERS

- All board members are responsible for upholding the highest standards of safeguarding and child protection. They are responsible for responding to any serious safeguarding concerns as outlined by our Safeguarding Policy and Procedure and Risk Protocol. They are responsible for ensuring the safe recruitment of a Safeguarding Coordinator and ultimately ensuring the team

is working in a safe and harm reducing manner at all times.

- All board members are responsible for ensuring the sustainability and longevity of the organisation. This involves working with the ground team to assess any risks to our organisation and service delivery and working to mitigate these.
- All board members are responsible for the charity being safe and following best practice.
- All board members are responsible for coordinating the medium and long term strategy of the charity.
- All board members are responsible for the recruitment of the support team and coordinator roles so that the team can be run in a safe way.

ROLE-SPECIFIC RESPONSIBILITIES

- Oversee the budgeting and bookkeeping and financial reporting
- Ensuring that proper accounting records are kept and that appropriate accounting procedures are followed
- Support the Finance and Logistics coordinator with the day-to-day monitoring and recording of finances
- Develop and implement financial policies and communicate this with the wider team
- Liaise with key stakeholders and partners where necessary
- Support Finance Coordinator with bill and invoice payments and reimbursements
- Monitoring and advising on the financial viability of the charity
- Lead on the appointment of and liaison with external auditors
- Keeping the board informed about the financial standing of the organisation and liaising with the fundraising team to support financial security

ABOUT YOU

Essential:

- Experience managing and reporting on the finances of a business, organisation or group
- Experience of using accounting software
- Experience of working in a team
- An understanding of the context of grassroots support for displaced communities living in informal settlements in Europe.

Desirable:

- Bilingual (English / French/Kurdish / Arabic / Farsi/ French)

TIME AND COMMITMENT

- Quarterly meetings with the rest of the board to discuss the organisation's strategic direction, sustainment and improvement
- Availability for Annual General Meeting once a year
- Provide quarterly reports on the financial standing of Project Play
- 1-2 hours a month for finance tracking and oversight
- Flexible availability to respond to pressing needs as and when required

ABOUT US

Project Play is a grassroots organisation facilitating structured play sessions for children who are living in informal living sites and accommodation centres across Calais, Grande-Synthe and the surrounding regions. We run sessions six days a week and are looking for a project coordinator to play a vital role in the day-to-day

implementation of our service.

In the absence of any such provision from the state, we deliver play and informal education activities for children on the move. We are a friendly, hardworking team who aim to uphold the organisation's principles of collaboration, communication, honesty and mutual respect. Creating a supportive and collaborative team dynamic is vital for our work.

Our sessions are designed to facilitate safe spaces in which children coming through northern France can exercise agency, nurture key developmental skills, build identity and self-esteem and have fun. Through offering play-based psychosocial support, our team works to assist children and their families to minimise the impacts of toxic stress, trauma and ongoing adversity.

OUR TEAM

Board - The board are responsible for overseeing the running of the organisation and supporting the ground team.

Support team - there are a number of roles outlined below. These are the people who support the ground team and add capacity.

Coordinators - the on the ground team who run the organisation day-to-day.

Core team - the volunteers who run the sessions and create our play spaces for the children and young people we work with

HOW TO APPLY

If you are interested in applying, please email a cover letter or video file explaining your experience and why you are interested in the role to claire@project-play.org before 23rd April.