



Dear applicant,

We are delighted you are interested in joining the Board of Trustees of Kaloko Trust.

We are a small charity, but we are proud of what we have achieved over the last twenty-four years.

We currently have four Board members and are looking for an Honorary Treasurer, plus three to four more Trustees. We are entering a period of transition and are looking to refresh and diversify our Board with people who are committed to making a difference and contributing their talents and energy to benefit some of the most disadvantaged communities in the world.

Amongst the recruits we hope to find someone who would be a candidate for Chair in due course.

If you would like to help Kaloko thrive and grow into a more resilient, relevant and impactful organisation then please do get in touch.

We hope you will find this application pack useful but please visit our website www.kalokotrust.org for more information, where you will find our Annual Reports and newsletters available for download.

Best wishes,

Jim Smyllie

Chair of Trustees



About Kaloko Trust: Empowering Zambian communities

Kaloko Trust works to relieve poverty and improve lives in rural communities of Zambia. We work with local partners and communities to improve access to food, water, health, education and income through effective, appropriate and sustainable development projects that harness the power of partnership to empower and change lives.

Kaloko Trust UK was established in 1995 as a registered UK charity (No. 1047622). Our staff consists of a Director based in the UK, who raises funds, oversees our support for partner organisations and reports to the Board of Trustees. The Director is supported by an Administrator also in the UK.

Our main partner, Kaloko Trust in Zambia is a separate legal entity, overseen by a Zambian Board. The support from KTUK takes the form of: securing funds, promoting the projects and work in Zambia; providing management support and capacity building; providing technical assistance.

The main geographical focus of activities is at Luansobe, an area of 400 square kilometres about 90 kilometres south of Ndola, and the adjoining Kashitu area, both in the Copperbelt Province. The local population live in subsistence-farming families, approximately 50% of the population are below the age of 15 years and single women head 1/3 of households.

Strategic Objectives 2018-20 (for review September 2019)

- Support Kaloko Trust Zambia (KTZ) to improve the quality and sustainability of their projects
- Support KTZ's organisational development, building their capacity to engage with donors and to manage risk
- Remain open to opportunities for partnership with 1-2 more Zambian organisations (within defined criteria)
- Maintain current scale of funding and look to add another income stream that has an appropriate return on investment
- Strengthen our organisational and financial capacity to deliver these activities, in UK and Zambia

For more information about our projects please refer to our last Annual Report on our website www.kalokotrust.org.



Job Description

Role Title: Trustee and Honorary Treasurer

Reporting to: Chair, Chief Executive and the board of trustees.

Remuneration: No financial remuneration; expenses for travel may be claimed.

1.0 Being a Trustee

The Board of Trustees has a legal and ethical responsibility to ensure that the organization does the best work possible to achieve its mission and that it serves the interests of its various stakeholders in the achievement of that mission. In that they will stay informed, conscientiously participate in the decisions of the board and use the same degree of care that they would apply to their own personal and business decisions.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document – sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives – the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.



2.0 Role Summary

- Monitor the financial standing of the charity and reports to the Board regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Acts as a counter signatory on cheques / online banking system and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- Liaising with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.

3.0 Main Responsibilities of the Treasurer

In relation to Finance

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.
- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with our accountant and trustees to prepare and produce management accounts regularly.

Statutory Financial Reporting

- Board level liaison with external auditors / independent examiners on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.
- Reserves Policy
- Develop reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.



In relation to Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Chair any finance committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of trustees.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies.

4.0 Person Specification

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills

Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.



5.0 Time Commitment

- The Board meets at least 4 times a year and attendance is expected.
- Support in preparation and review of the Annual Accounts

6.0 Location

- Trustees are required to attend four evening meetings a year, usually two virtual and one in London and lasting 2 to 3 hours. Additionally, trustees meet for one full day a year to plan future strategy.

7.0 Application Process

To apply for this role, please submit

- 1) A covering letter outlining your suitability for the role
- 2) Your CV
- 3) Details of a referee who will be in a position to comment on your suitability to act as a charity trustee; the referee will also be asked to confirm that to the best of his/her knowledge, you are not disqualified from being a trustee.

Please send as Word documents to: admin@kalokotrust.org

Closing date for applications: midnight on 12 May 2019

Interviews: Saturday 1 June 2019