HOSTAGE INTERNATIONAL HONORARY TREASURER TRUSTEE ROLE DESCRIPTION

Hostage International is a leading international charity supporting families during and after a kidnap or arbitrary detention, and hostages when they return home. We also run training and education programmes in family support for organisations (including government, humanitarian, and private sector) which operate in high-risk zones, and when appropriate we advocate for improved policy and practice in family and post-release support.

Hostage International is registered as a Charitable Incorporated Organisation (CIO) with the Charity Commission of England & Wales, and in 2026 Hostage International set up Hostage International (Europe) gGmbH as a non-profit company in Germany to enable us to work more effectively within our shared purposes and mission across the EU and beyond.

Our work is delivered by a small team of experienced staff, supported by volunteers, and governed by our dedicated board of volunteer trustees.

We are currently looking to recruit an honorary treasurer to join our board of trustees in place of our existing treasurer who will be retiring next year after serving nine years (three terms) in the role. The role is unpaid.

We would welcome applications from qualified accountants, ideally with some international and/or charity finance experience. It is expected that the role would involve a time commitment of approximately a few hours a month with a busier period coinciding with the finalisation of the accounts each year.

The role would largely support the CEO with the preparation of annual financial statements, statutory requirements and monitoring management accounts. The treasurer would also support the CEO in presenting a quarterly report to the board on its financial health, and play a key part in identifying and monitoring risks to the charity.

The board of trustees holds the ultimate responsibility for governing the affairs of the charity, and ensuring that it is solvent, well run, and delivering our charitable mission.

Trustees are expected to maintain absolute confidentiality about all sensitive/confidential information received in the course of the trustee's responsibilities to the charity.

Hostage International is registered as a Charitable Incorporated Organisation with the Charity Commission of England and Wales, number 1161072.

Registered office: Hostage International, Brigham House, High Street, Biggleswade, Bedfordshire, SG18 0LD, UK.
Hostage International (Europe) gGmbH | Registered with: Frankfurt am Main District Court | Registration number: HRB144449
Managing director: Lara Symons | Registered address: Oskar-von-Miller-Strasse 16, 60314 Frankfurt am Main

All trustees are expected to attend three to four quarterly meetings per year (usually in London, but some meetings can be accessed remotely for those who are not able to attend in person). Reasonable travel and out of pocket expenses will be reimbursed.

This is a unique opportunity to offer your expertise and skills to our niche charity.

Full training and an induction programme will be available and it is envisaged that there will be a structured handover with our existing treasurer who retires in February 2027.

1. GENERAL PRINCIPLES FOR TRUSTEES

All Hostage International trustees are required to:

- Ensure that the organisation pursues its stated charitable objects as defined in its governing document, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel. **Read Hostage International's Constitution here**.
- Ensure that operational plans and budgets support the vision and strategy.
- Ensure that the views of stakeholders (e.g. beneficiaries, staff, individual members, partner organisations, and associated professional personnel) are regularly sought and considered.
- Ensure there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
- Ensure that the organisation complies with its governing document, Charity Commission requirements, and any other relevant legislation or regulations.
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Ensure that the organisation defines its goals and evaluates performance against agreed targets.

2. HONORARY TREASURER TRUSTEE ROLE

Key tasks and responsibilities:

In partnership with the CEO:

- Ensure that the charity operates within the financial guidelines set out in current legislation, by the Charity Commission guidelines, the Charity's constitution, and by the trustee board.
- Reviewing the annual budget prepared by the CEO and presenting it with her to the board of trustees.
- Ensure that the charity has adequate financial controls and that these are monitored and reviewed regularly by trustee board.
- Support the CEO with the compilation of year end financial statements and accounts and liaising with the independent examiner on any questions they may have.
- Support the CEO in the on-going financial operations of the charity.

- Alongside the CEO, report to the trustee board quarterly on the financial results and position of the charity and identify and bring to the attention of the board, any financial risks facing the charity.
- Responding to any questions any trustee may have on the financial position of the Charity during the year and offering briefings to any new trustee appointed during the year.
- Ensure that the charity's financial resources are sufficient to meet the charity's current and future obligations from an accounting perspective.
- Advise the board on the reserves policy, ensure that this policy is reviewed and monitored regularly and that surplus funds are invested carefully with a market return.
- Reviewing the financial position of our sister non-profit company Hostage International (Europe) registered in Germany as a gGmbH and monitoring loans and payments between those entities.
- Liaising with external book-keeper on payroll matters and making monthly payments to staff and to HMRC.
- Primary responsibility for review of banking arrangements and main contact with the Charity's bank and 'owner' of the mandate with the bank.

To assist the Chair and CEO with:

- Ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity.
- Ensuring that the income of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
- Keeping the board informed of its financial duties and responsibilities.
- Advising the board on the financial implications and operational risk arising from board decisions, especially the board's strategic and policy decisions.
- Advising, in consultation with the chair and the CEO on the level, quantity and frequency of financial information and reporting required by the board to allow the board to fulfil its legal and statutory responsibilities and operate effectively.
- Working with the CEO to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance.
- Assist with the identification of risks and the upkeep of the risk register

Alongside all trustees, the treasurer will be required to:

- Uphold the good name and values of Hostage International.
- Ensure the effective and efficient administration of the charity, including having appropriate policies and procedures in place.
- Ensure the financial stability of the charity.
- Protect and manage the property of the charity and ensure the proper investment of its funds.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the CEO.
- Hold the CEO to account for the management and administration of the charity.

- Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
- Ensure that the charity acts in accordance with employment law and exercises a duty of care to its employees.
- Ensure that the major risks to the charity are identified and regularly reviewed and that systems are in place to mitigate or minimise these risks.
- Ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- Ensure that the board regularly reviews the governance structure and its own performance against an agreed programme.
- Ensure that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the charity.
- Ensure that trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

4. HONORARY TREASURER PERSON SPECIFICATION

Specific skills and qualities

The honorary treasurer must be able to demonstrate the following skills and values:

- A recognised accountancy qualification in the UK – ideally with international accounting experience within the EU.
- A commitment to the organisation.
- A commitment to equal opportunities and the promotion of diversity.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Sound, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
- Ability to evaluate and interpret management information and other data/evidence.

5. TERMS OF OFFICE

Trustee terms of office are for three years, and there is scope for a trustee to serve for more than one term of office.

When trustees are approaching the end of their term of office, or anticipate that they will need to resign their positions mid-term, there is a general expectation that, wherever possible, they shall provide no less than three calendar months' notice.

6. EQUAL OPPORTUNITIES

Hostage International is an equal opportunities employer and is committed to equality and valuing diversity within the organisation. We will not discriminate on the basis of age, disability, gender, gender identity, marital status, pregnancy or maternity, nationality, race, religion or belief, sexual orientation, or on any other grounds. We are an inclusive organisation and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.

More information about Hostage International can be found on our website **http://www.hostageinternational.org/**

7. PRIVACY NOTICE

If you would like more information on how we handle your data, please read our **Privacy Policy**.

ADDITIONAL READING:

All trustees are required to read the Essential Trustee guidance on the Charity Commission **website**.

Please apply by email to **recruitment@hostageinternational.org** with the subject 'Treasurer recruitment' with your CV and a covering letter outlining what you would bring to this role for Hostage International before the closing date advertised on our website.