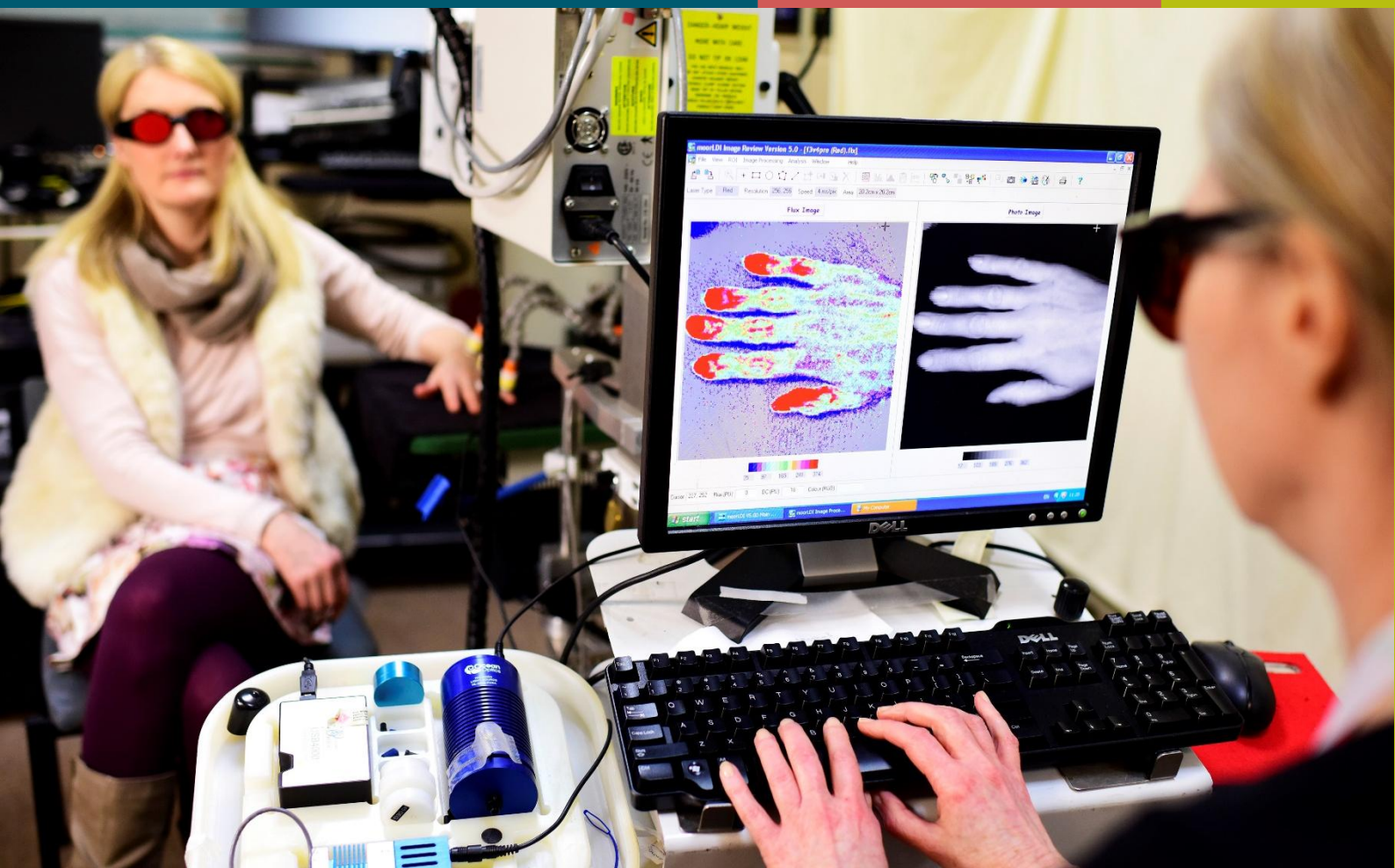




# SCLERODERMA & RAYNAUD'S UK



Treasurer Recruitment  
Candidate Information Pack  
March 2025

# Welcome from our Chair

Thank you for your interest in joining the Board of Trustees at Scleroderma & Raynaud's UK.

As the Chair of this charity, I am honoured to lead an organisation dedicated to supporting individuals affected by Scleroderma and Raynaud's—two conditions that can significantly impact quality of life.

Our mission is to improve the lives of everyone affected by Scleroderma and Raynaud's. We do this by investing in research, improving awareness and understanding of the conditions and providing information and support to all those affected.

We are now seeking to appoint a new Treasurer to join our Board and play a key role in shaping the future of our work. This is an exciting opportunity to use your skills and experience to ensure the charity remains financially robust and can continue to grow and improve its impact. As Treasurer, you will oversee the financial health of the organisation, working closely with the Board and our operational team to ensure transparency, sustainability, and effective use of resources.

Being part of our Board offers a rewarding experience, where you can make a tangible difference to people living with Scleroderma and Raynaud's. You will be joining a group of passionate and committed Trustees, all united by a shared purpose and a desire to drive meaningful change.

If you are inspired by our mission and feel you can contribute your expertise to our cause, we would be delighted to hear from you. Please take the time to review the accompanying recruitment pack, which outlines the role in more detail.

Thank you once again for considering this opportunity to join us. Together, we can continue to make a difference in the lives of those we support.

**Dr Jit Saini,**

Chair of Trustees

# About us

Scleroderma & Raynaud's UK (SRUK) launched in April 2016 as the result of the merger of two patient organisations: the Raynaud's & Scleroderma Association (RSA) and the Scleroderma Society.

SRUK is the only charity in the UK dedicated to improving the lives of people affected by Scleroderma and Raynaud's. We exist to improve awareness and understanding of these conditions, to support those affected, and ultimately to find a cure.

We are a small, ambitious but mighty charity, with a dedicated and friendly team of 12 led by Sue Farrington, who is also President of FESCA, Federation of European Scleroderma Associations.

We work hard to support our community of people affected by the conditions, Raynaud's and Scleroderma. The two conditions are related - they're both autoimmune.

Raynaud's: is not life-threatening, but it's about the extremities of limb and how they are impacted by cold and heat.

Scleroderma: However, individuals can be at risk of systemic sclerosis, which is a serious and rare condition.

Therefore, SRUK has to serve the needs of a range of individuals. As a team, we're trying "To Do" rather than just think - we're trying to show systemic sclerosis will have a knock-on effect for other issues. It's about supporting a community and being very innovative. SRUK plays an important role in tackling a rare disease.

Moving forward, we have made a significant investment in our infrastructure for ambitious transformation that includes being very mindful of how we're using data and how this feeds into our research strategy in the future. A core part of this is that we have an engaged set of trustees who have really helped us with our transformational programme to be the most effective.

Further information about SRUK can be found on our website: <https://www.sruk.co.uk>





## Vision

Our vision is a world where no-one has their life limited by Scleroderma and Raynaud's.

## Mission

Our mission is to improve the lives of everyone affected by Scleroderma and Raynaud's.

We do this by investing in research, improving awareness and understanding of the conditions and providing information and support to all those affected.

## Values

Our values inform how we deliver our services, the choices we make and how we work with, support and develop our staff and volunteers.

SRUK is:

**Collaborative** in the way we work

**Driven** to see real change

**Trusted** because we are open and honest about the way we work

**Compassionate** because we always put the person first



## Treasurer opportunity

Our Board of Trustees plays a crucial role in providing leadership and oversight to ensure we achieve our objectives and deliver on our mission. Comprising six dedicated trustees with a rich blend of skills, experience, and backgrounds, our Board is united in its commitment to making a meaningful difference. We are now seeking a new Treasurer to join the Board and lead our Finance and Investment Committee.

This is an exciting and transformative time for our charity. As we scale up, we aim to significantly increase investment in research and services, ensuring that everyone affected by Scleroderma or Raynaud's has access to the best possible treatments, information, and support. Joining us now offers the unique opportunity to help shape this ambitious journey and have a tangible impact on the lives of those we serve.

We are looking for a Treasurer with strong financial expertise and relevant qualifications. While experience with charity finance, the Charities Statement of Recommended Practice (SORP), and investment portfolio management is desirable, it is not essential. What matters most is your ability to oversee financial matters, analyse proposals, assess financial implications, and ensure the charity remains financially sound and compliant with statutory obligations.

All Trustees, including the Treasurer, are expected to bring a strategic mindset and senior leadership experience. We value creativity, good judgment, and excellent communication skills, as well as the confidence to provide independent perspectives and constructive challenges when needed. As Treasurer, your commercial financial acumen will help drive the strategic direction of the charity, safeguarding its financial stability while championing our mission.



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# Being a Board member – what's involved

Every not-for-profit organisation has a Board – a group of volunteers who ensure that the organisation is effective in carrying out the purpose for which it was set up. Board Members have responsibility for overseeing the work of SRUK, ensuring it is financially stable, well-run, and fulfilling its 'objects', as set out in its Articles at Companies House.

Boards govern effectively by:

- Focusing on their governance responsibilities
- Being clear about the role of the Board vs the role of the Executives - and fostering good relationships between both
- Ensuring the board itself operates effectively

As an SRUK Board member, you'll be an ambassador for the organisation and its work. You'll share our vision of a world where no-one has their life limited by scleroderma and Raynaud's.

## What we can offer you

Becoming a Trustee is a fascinating way to engage in the not-for-profit sector. It's a role which will give back just as much as you put in and often much, much more. A Board role will reward the ambitious with a wealth of personal and professional skills which are valuable for both work and personal life. It will empower you with a new sense of contribution in the pursuit of a wider purpose.

## Contributing to a great cause – sustainability

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There is no doubt that being a Trustee in a not-for-profit organisation is one of the most powerful ways in which you can contribute to a cause you really care about. As an SRUK Board member, you will have an opportunity to have a real impact on our work as we support our community of people affected by the conditions, Raynaud's and Scleroderma.

## Strategic experience

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Strategic experience can be hard to come by. It can often take decades to find yourself in a role which requires strategic oversight. A not-for-profit Board role is a fantastic way of getting a head start on this, at once allowing you to develop and hone your critical thinking, problem-solving and analytical skills as well as developing vital strategic sensibilities and team working skills. The strategic experience which can be gained through a Trustee role can have an immediate and powerful impact on your career, opening doors to new responsibilities and more senior job prospects.

Equally, for those who have already had some strategic responsibilities, a not-for-profit Board role provides an opportunity to use those skills in a significantly different context.

## Continued personal development

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Joining a Board can be a very interesting experience, not least because it allows you to adapt and apply everything you have learned to date into an entirely new context. Through a not-for-profit Board role, you can gain a clearer idea of your professional strengths and weaknesses whilst simultaneously learning altogether new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your versatility, giving you confidence in your existing abilities whilst challenging you to push the boundaries of your expertise.

## Teamworking

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As a Trustee at SRUK, you are part of a team and will have the opportunity to apply your unique skills and experience while also learning from others. Working closely with a passionate team of people who have different perspectives is often one of the most enjoyable aspects of the role.

The ability to collaborate effectively with others and to challenge constructively the ideas of fellow Board members as well as those of the Senior Management Team is essential to ensuring the Board's strategic decisions are fully informed, reasonable and effective. Negotiating, empathising, listening and communicating ideas and concerns are key factors in this process and often help to set the tone and culture of Board meetings.

# Treasurer job description

**Location** London

**Time Commitment** Quarterly Board and Quarterly Finance and Investment Committee meetings held during the day. Meetings are mostly held online, with in-person meetings once or twice a year. The Treasurer may also be required to participate in occasional conference calls for a maximum of one and a half hours. The overall time commitment is approx 1 day per month.

**Duration** Terms are 3 years, with the potential to serve up to 3 terms.

This is an unpaid role with expenses covered in line with our policy.

## Responsibilities of the Treasurer role

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The Board of Trustees is responsible for providing appropriate oversight, governance and leadership to the charity in the pursuit of its strategies to fulfil its charitable purposes.

### The overall role of a treasurer is to:

- Maintain an overview of the Charity's financial affairs.
- Monitor and report on the financial health of the Charity.
- Ensure that proper financial records and procedures are maintained.

### General responsibilities:

- Ensure the Charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure the Charity pursues its objects as defined in its governing document.
- Ensure the Charity applies its resources exclusively in pursuance of its objects.
- Contribute actively to the board of trustees' role in giving firm strategic direction to the Charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of the Charity.
- Ensure the effective and efficient administration of the Charity.
- Ensure the financial stability of the Charity.



- Protect and manage the property of the Charity and ensure the proper investment of the Charity's funds.
- Use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

**Additional duties of the Treasurer:**

- Oversee, approve and present budgets, management accounts and financial statements.
- Be assured that the financial resources of the Charity meet its present and future needs.
- Monitoring of cash flow.
- Ensure the charity has appropriate reserves policies.
- Support the preparation and presentation of financial reports to the board.
- Ensure appropriate accounting procedures and controls are in place and in compliance with the Charities SORP.
- Liaise with staff about financial matters.
- Advise on the financial implications of the Charity's strategic plans.
- Ensure the charity has an appropriate investment policy.
- Ensure there is no conflict between any investment held and the aims and objects of the Charity.
- Monitor the Charity's investment activity and ensuring its consistency with the Charity's policies and legal responsibilities.
- Ensure the Charity's compliance with legislation.
- Ensure equipment and assets are adequately maintained and insured.
- Ensure the financial accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission and/or the Registrar of Companies.
- Lead on the appointment of the auditor/independent examiner and ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Keep the board informed about its financial duties and responsibilities.
- Contribute to the fundraising strategy of the Charity.

## Person Specification

We are looking for the following qualities, skills and experience:

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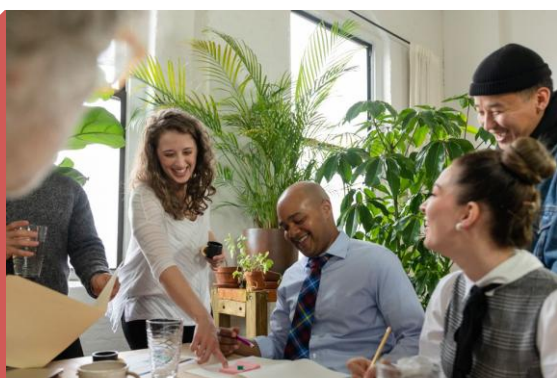
### Specific

- Financial qualifications and financial experience in any sector with a good understanding of financial and management reporting. Exposure to charity finance and the Charities SORP and in the overseeing of the management of an investment portfolio, whilst not essential, would be desirable.
- Ability to analyse proposals and examine their financial consequences.

### General

All Trustees will have a strong track record at a senior leadership level and must be able to demonstrate:

- Commitment to the mission of the Charity.
- Willingness to devote the necessary time and effort and champion the Charity's cause.
- Strategic vision.
- An understanding of risk management.
- Confident leadership style.
- Good, independent judgement.
- Ability to think creatively.
- Excellent communications and listening skills.
- Willingness to speak their mind.
- Commercial financial acumen.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Preparedness to make recommendations to the board even if at times they are unpopular.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.



# How to apply?

[Eastside People](#) is supporting [Scleroderma & Raynauds UK](#) in the recruitment of this role.

[Please click here](#) to apply by submitting your CV and a cover letter.

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in a Treasurer role, and why with Scleroderma & Raynauds UK?
- How can you contribute to Scleroderma & Raynauds UK as Treasurer?
- Please highlight relevant experience and demonstrate how your skills match the specific requirements of the role as set out in the role description.

If you would like a call to discuss the role in more detail, please email John ([johns@eastsidepeople.org](mailto:johns@eastsidepeople.org), 07522 163938) to arrange a convenient time. Having a call of this kind will not influence the success of your application.

**The closing date for applications is Monday 14<sup>th</sup> April.** Shortlisting interviews with Eastside People will take place the next couple of weeks thereafter and shortlisted candidates will have an interview with Scleroderma & Raynauds UK in mid to late April.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

Scleroderma & Raynauds UK is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the people we aim to support. We work within an increasingly diverse area, and it is important that the Board is representative of the communities that we serve. We would particularly welcome applications from women and people from an ethnic minority background who are currently under-represented on the Board and warmly welcome applications from all suitably qualified candidates.



# Eastside People

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Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.