

OUR MISSION

Caring for all affected by this rare, complex and lifelong condition; promoting research into the cause, effects, treatment and management of Behçet's

We provide information and support, help people connect with others who understand, and promote research into Behçet's, with the ultimate aim of finding a cure.

ABOUT THE ROLE

We are looking for a Deputy Treasurer to join our Board and work alongside our Honorary Treasurer, with the intention of developing into the charity's next Treasurer.

This is an opportunity for someone with existing financial experience who would like to develop their knowledge of charity finance and governance and, with training and support from the current Treasurer, take on increasing responsibility over time.

You do not need previous experience as a charity Treasurer. We are looking for someone with a good understanding of financial matters, an interest in charity governance and a willingness to learn.

WHAT YOU WILL DO

As a Trustee, you will work collectively with the Board to help shape the strategic direction of Behçet's UK, oversee the charity's governance and financial sustainability, and ensure that it operates in accordance with its charitable purposes and legal responsibilities.

As Deputy Treasurer, you will work closely with the Honorary Treasurer to support the charity's financial oversight and develop the knowledge and experience needed to take on the Honorary Treasurer role in due course.

You will contribute your financial knowledge and perspective to Board discussions, support the Honorary Treasurer with financial matters and gradually take on additional responsibilities as your knowledge and experience of the charity develop.

Trustees act collectively as a Board and are responsible for making decisions in the best interests of Behçet's UK.

WHAT YOU COULD BRING

We are particularly interested in people who can bring skills, experience or perspectives in areas such as:

- finance, accounting, budgeting or financial planning
- experience of working with financial information, reports or accounts
- charity finance or governance
- an understanding of financial controls, risk or compliance
- strategic thinking and an ability to understand the financial implications of decisions
- good communication skills, particularly the ability to explain financial information clearly
- lived experience of Behçet's or another rare condition
- experience of charities, health or social care
- fundraising or income generation

This is not an exhaustive list, and you do not need to have experience in all of these areas. We are particularly interested in people with some existing financial experience who are keen to develop their knowledge of charity finance and governance and, with training and support, work towards becoming the charity's Honorary Treasurer.

We are looking for someone who is curious, collaborative and willing to listen, ask questions and challenge constructively. You should be able to contribute to Board discussions, work effectively with others and exercise independent judgement.

EXPERIENCE, DIVERSITY & INCLUSION

Knowledge or lived experience of Behçet's is welcome, but it is not essential.

We want our Board to reflect the diverse community we support and warmly welcome applications from anyone interested in becoming a Trustee. We are particularly keen to hear from people aged 18 to 40 and individuals from ethnically diverse backgrounds, as these groups are currently underrepresented on our Board. We would value the different perspectives, experiences and skills you could bring to our leadership team.

In accordance with our charity's constitution, appointments take into account the diversity of the Board, representation of people affected by Behçet's and the skills and experience needed to run the organisation effectively. For this role, we are particularly looking for someone with relevant financial skills and experience, while also considering how the appointment contributes to the overall balance, diversity and future development of the Board.

WHAT WE CAN OFFER

Being a Trustee is a voluntary role, but it can also be a valuable opportunity to develop your skills, experience and confidence at Board level.

You don't need to know everything from day one. You will receive appropriate training and support from the Honorary Treasurer, Chair, other Trustees and staff as you develop your understanding of the role.

As Deputy Treasurer, you will have the opportunity to:

- gain practical experience of charity finance, governance and Board-level decision-making
- develop your understanding of charity financial reporting, regulation and governance
- work alongside and learn from the Honorary Treasurer and experienced Trustees
- develop your strategic leadership and financial oversight skills
- gradually take on more responsibility as your knowledge and experience of the charity develops
- work towards becoming the charity's Honorary Treasurer
- contribute to the future of a national charity supporting people affected by a rare and complex condition
- bring your own skills, experience and perspective to something that matters to you.

TIME COMMITMENT

The expected commitment includes:

- Five Board meetings a year: Four are held online on weekday evenings (1.5 to 2 hours). One is a daytime, in-person meeting in October (up to 3 hours), with a remote option available if you cannot travel.
- Six Officer meetings a year: Held online (around 1.5 hours) and scheduled flexibly to fit around the personal and professional commitments of the Officers.

- Annual Conference & AGM: Normally held on the third Saturday of October and the Honorary Treasurer presents the annual accounts. This is a key opportunity to meet the wider Behçet's community, staff, and volunteers.
- Friends and Family Day: An optional but highly encouraged event to connect with our members and families.
- Meeting preparation: Setting aside time to read or prepare papers and contribute to active discussions.
- Financial development: Collaborating with the Honorary Treasurer, staff, and Officers between meetings to manage financial matters.
- Charity governance: Gradually learning the organisation's financial systems, processes, reporting mechanisms, and controls.
- Succession planning: Mentoring closely with the current Honorary Treasurer to build the knowledge required to take over the lead role in due course.
- Mandatory training: Completing essential courses, such as safeguarding.
- Optional opportunities: Joining specific projects, working groups, or sub-committees depending entirely on your interests and availability.

We understand that Trustees have work, studies, family and other commitments. We aim to plan meetings and activities as far in advance as possible and to make the role accessible and flexible.

GENERAL TRUSTEE RESPONSIBILITIES

Trustees have legal responsibility for the overall governance and strategic direction of Behçet's UK. They must act in the charity's best interests, comply with their legal duties and the charity's governing document, and exercise independent judgement.

Trustees are expected to:

- act collectively as a Board
- maintain appropriate oversight of the charity's finances and resources
- ensure that the charity operates for public benefit and in accordance with its charitable purposes
- ensure appropriate policies, procedures and controls are in place
- safeguard the charity's reputation and values
- maintain confidentiality and declare and manage conflicts of interest
- comply with the Trustee Code of Conduct
- uphold the Nolan Principles of Public Life.

DEPUTY TREASURER RESPONSIBILITIES

The Deputy Treasurer will work closely with the Honorary Treasurer, supporting the charity's financial oversight and developing the knowledge and experience needed to take on the Honorary Treasurer role in due course.

Financial oversight and governance

- support the Honorary Treasurer with oversight of the charity's financial affairs, budgets, management accounts and annual financial statements
- develop an understanding of the charity's financial systems, policies, controls, reserves and investments
- contribute to Board discussions about the financial implications of strategic plans, major decisions and fundraising

Compliance and reporting

- support the Honorary Treasurer with annual accounts, independent examination and relevant financial reporting
- develop an understanding of the charity's legal and regulatory responsibilities relating to finance
- help monitor financial risks and ensure that appropriate recommendations and actions are followed up

Development and succession

- work alongside the Honorary Treasurer, staff and other Officers to develop a detailed understanding of the charity's finances and financial processes
- gradually take on additional financial responsibilities as your knowledge and experience develop
- contribute financial knowledge and advice to the Board and support informed decision-making
- work towards taking on the role of Honorary Treasurer in due course.

EXPENSES

Trustees may claim reasonable out-of-pocket expenses incurred while carrying out their role, in accordance with the charity's expenses policy.