

Finance Trustee Candidate Pack



We're delighted to be recruiting for a Finance Trustee to join our vibrant and innovative board of Trustees.

This candidate pack is intended to give you an idea of who we are, how we work and the difference we make for refugees and people seeking asylum in the UK.

If you'd like to discuss this role or have any questions, please contact our Chief Operating Officer, Carly via carly.whyborn@refugeesathome.org or on 07512 302162.

How to Apply

If you would like to apply for this volunteer role, please send your CV and a short supporting statement, telling us why you would like to join us to recruitment@refugeesathome.org by midday on Thursday 22 January 2026.

We are proud to be a member of the [Experts by Experience Employment Network](#), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources [here](#) which may help in preparing your application.

“I don't know how to repay you for standing by my side. My hosts gave me more kindness than I have ever seen in my life. I would like to thank you for all this help”

A, Guest



About the role

We're looking for an experienced financial professional to join our Board of Trustees, with a focus on oversight of our financial processes, reporting and management. All Trustees have responsibility for our financial position, and the person taking on this role will provide advice and guidance to the Board of Trustees and Executive Team on financial management.

You'll also be a vital part of the Trustee Board sharing ideas and insight on all matters relating to our charity and participating in the development and delivery of our strategy as we seek to ensure that people seeking sanctuary in the UK do not face homelessness.

- Oversight of the financial processes, management and reporting of the charity's finances in line with best practice and regulations
- Acting as Chair of the Audit and Finance Committee sub group
- Working closely with the Executive Team on financial management, budget production and cashflow management, being assured that the financial resources of the organisation meet its present and future needs and are within the charity's objects
- Keeping the board informed about its financial duties and responsibilities
- Managing the investments of the charity
- Working with the Executive and Board of Trustees to ensure that the charities annual accounts are compliant with the current Charities SORP
- Being a signatory on our charity bank accounts

Together with other trustees you will:

- take responsibility for the governance of the charity.
- Contributing to the ongoing strategy of the charity, in line with our charitable objectives.
- Act as a 'critical friend' to our Executive Team.
- Act as an ambassador for the charity – raising awareness of what we do and engaging potential supporters and other key stakeholders.
- Participate in board meetings and sub-committees in an inclusive and thoughtful way.
- Ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity; ensuring that the charity complies with all legal and regulatory requirements.
- Taking responsibility for the charity's assets, both tangible and intangible.
- Ensuring that the charity's governance is of the highest possible standard.

Time Commitment Required

- Minimum commitment of approximately 6-10 hours per month.
- Attendance at board meetings, which are usually held early evening every six weeks in London / virtually on Teams. Virtual meeting of relevant sub-committee approximately every two months.
- Contact with the Executive team, and other trustees and staff, as required.
- Time required to read reports and input to full board activity, and to oversee communications activity.
- Attendance where possible at Refugees at Home events.

About You

We're looking for a Trustee who has:

- Experience of bookkeeping or accountancy, ideally in the charity sector
- An awareness of, or willingness to learn about charity financial regulations
- A collaborative and participatory working style
- The time and willingness to work with the Executive Team and Board of Trustees on implementing and maintaining excellent financial management
- A real commitment to the purpose of Refugees at Home

General areas for Trustees

- Trustees have responsibility for the governance and strategic performance of the charity – you can read more about the role at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Our new trustee(s) must have a real interest in and commitment to supporting refugees and people seeking asylum in the UK.
- We expect all of our trustees to be active and engaged and to be prepared to put forward their views, always carefully considering those of others. We recognise that different people provide their input and come to decisions in different ways and we try to bring out the best in everyone with this in mind.
- Our trustees must fulfil their role with the utmost integrity. Enthusiasm and a strong work ethic are also essential.
- Previous experience of being a trustee is not necessary. Training and support will be offered.



“The joy of hosting is the possibility of meeting people from different parts of the world and having people of different cultures bringing their experiences and sharing them with us, which is just an incredibly enriching and lovely thing to do.”

Andrew & Jane, Hosts

Our Financial Processes

- We are primarily funded through Trusts and Foundations at present, and work is underway to diversify our income streams.
- The day-to-day financial management is carried out by our Chief Operating Officer.
- We utilise Xero for all management and payroll (which is carried out by an external provider).
- We bank with Metrobank and investments are managed through Flagstone.
- We report our financial position at each Board Meeting.
- We have carried out a full audit for the past 3 years.
- We have a Financial process and Reserves Policy in place.



Who you'll work with

You'll work very closely with our Executive Team, in particular our Chief Operating Officer who works full time. The COO has bookkeeping experience and set up our financial processes. She has been involved in our annual audit for the past 3 years.

You'll have close working relationships with our Chair and Company Secretary, particularly in regard to our budget setting, annual reporting and financial decisions.

You'll lead our Finance and Audit committee, working alongside our Company Secretary and Executive Team.

About Refugees at Home

Any of us could be refugees, in different circumstances. Refugees at Home connects people with a spare room to refugees and people seeking asylum in need of somewhere to stay.

We don't think people who come to the UK for sanctuary should end up on the streets.

Our Vision

Our Vision is for every refugee and every person seeking asylum to have a safe place to stay.

Our Mission

We want to support a society where every refugee and person seeking asylum facing homelessness has a safe place to stay and a chance to rebuild their life.

Useful Information

- Our Strategy: <https://refugeesathome.org/about-us/our-strategy/>
- Impact Reports: <https://refugeesathome.org/about-us/our-impact/>
- Annual Accounts: <https://refugeesathome.org/about-us/policies-and-finance/>
- About our Board: <https://refugeesathome.org/about-us/our-team/>