

CaLP Treasurer

About CaLP

CaLP is the global partnership for cash transfer programming in humanitarian aid. Since its founding in 2005, CaLP has been at the forefront of promoting and improving cash transfer programming across the humanitarian sector and is now at an exciting moment, helping humanitarian agencies deliver on their major commitments on cash, which are crystallised in the 6 objectives of the [Global Framework for Action](#).

CaLP is a membership organisation, with 73 members as of April 2018. Its unique role is to bring members, and other stakeholders together to achieve things collectively. This approach is set out in our [membership statement](#).

Organisational set up

CaLP is hosted by some of its members and is not a separate legal entity. This arrangement provides many benefits but also presents challenges. Over the years, the hosting arrangements have grown organically and provide a relatively complex foundation for a small, dispersed, organisation. From a financial management perspective, this means that some roles are undertaken by host agencies (e.g. processing payments); transactions are completed within multiple organisations and hosted on different systems; compliance requirements span several organisations; and funding is always managed through partners.

CaLP was first established as a consortium. In 2016 it changed to a membership organisation and its first Board of Directors was convened at that time. The Board currently comprises 9 members and functions in line with its [Terms of Reference](#). A treasurer is now sought to join the Board.

Role

Overall

- Oversee the financial affairs of CaLP, ensuring they are legal and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary organisational financial reports, accounts and audits.
- Oversee the strengthening of CaLP's overall financial planning, management and reporting.

Specifically

- Liaise with relevant staff and Board members to ensure the financial viability of CaLP.
- Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position of the organisation at Board meetings.
- Oversee the production of an annual budget and propose its adoption.
- Ensure the Board of Directors reviews and acts on audit recommendations as required.
- Provide oversight to ensure compliance with regard to host and donor requirements.
- Ensure risks are regularly reviewed by the Board and mitigating actions taken where required.
- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Appraise the financial viability of plans and proposals.

Profile

- Significant financial management experience, ideally working with consortia or similar context.
- Good understanding of the management of restricted and unrestricted fund management within NGOs.
- Experience of designing and implementing financial and accounting systems.
- Ability to communicate financial information so as to support strategic decision making.
- Holder of a recognised international accountancy qualification.
- Experience of business modelling within an interagency or cross-organisational accounts.



To find out more/To apply

For background information please see:

- [The CaLP Board](#)
- [The Board Terms of Reference](#)
- The Board Operational Document

Please note, all Board meeting related travel and accommodation expenses are self-paid.

Expressions of interest will be considered on a rolling basis and should be submitted by sending your CV and brief cover letter to Rose Smith.

Enquiries can be addressed to [Rose Smith \(Membership Officer\)](#) and/or [Karen Peachey \(Interim Director\)](#).