|  |  |
| --- | --- |
|  | **Volunteer Role Description** |

A blue text on a black background

Description automatically generated

|  |  |  |  |
| --- | --- | --- | --- |
| **Volunteer Role Title:** | Finance Trustee | | |
| **Reporting to:** | Chair - Board of Trustees | | |
| **Location:** | Remote with some visit to services hubs across three counties (Oxfordshire, Gloucestershire and Hertfordshire) | | |
| **Commitment:** | Trustees share a collective responsibility for the effective governance and development of Guidepost Trust UK. Setting the Charity’s strategy and major policies in accordance with the charity's mission, vision and values.  **They are responsible for:**   * monitoring performance against the Charity's strategic aims and objectives. * scrutinising the management of risks * fulfilling the statutory governance obligations * high level ambassadors for the charity. * fully embody our values, including respecting the privacy and dignity of those we care for.   Trustees are appointed for an initial term of one year, followed up by up to three subsequent terms of up to three years (maximum of ten years).  In terms of commitment, our Board meets five times a year. These meetings take place virtually or in person. The work of the Board is further supported by sub-committees meeting up to three or four times a year, either in person or virtually.  Trustees are expected to attend all meetings, where possible, as well as to join suitable sub-committees/ groups, based on their skills and expertise. We also encourage Trustees to engage in other activities where possible to support the work of the Charity.  In turn we hugely value their support and work with all our Trustees to shape their role around their skills and interests. | | |
| **Why we need volunteer/s** | The Board is seeking to expand its current membership to support the ongoing growth and development of the Charity (in line with the board of Trustees vision) and the organisations values, mission, and vision. This will include supporting the board and Charity.  We are seeking an experienced person who has a background in the finance. The key aim is to manage/ reports on financial risks and monitor the financial administration of the charity and report to the board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements to provide the board with the confidence and knowledge to better make strategic decisions.  Ensuring ethical operations and supporting the charity’s development and guide it towards long-term sustainability and success.  They will inspire and promote a positive culture to ensure risks are reduced related to governance and safeguarding matters, to support the establishment of a strong brand presence for the Trust. | | |
| **Tasks / Activities** | **Key Trustee Responsibilities**   1. Overseeing the role of the Head of Finance 2. Responsible for presenting to the board of trustees the budgets, internal management 3. Accounts and annual financial statements produced by the Head of Finance 4. Leading in the board’s duty to ensure that proper accounting records are kept, financial   resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;   1. Leading in the development and implementation of financial reserves, cost management and investment policies; 2. Liaising with the appropriate members of staff responsible for the financial activities of the organisation; 3. Chairing the Finance Committee in line with standing orders and terms of reference, and reporting back to the board of trustees; 4. Monitoring and advising on the financial viability of the Charity; 5. Overseeing the implementation of and monitoring specific financial controls and adherence to systems; 6. Advising on the financial implications of the charity’s strategic plan | | |
| **Requirements:** | 1. Experience of Financial Management, with a proven track record in charity finances with demonstrated commercial awareness and knowledge. 2. Dedicated to the Charity’s cause and objectives and willing to act as the charity’s ambassador to external bodies, charities and companies. 3. Competent use of IT skills. - Proven ability to communicate and explain financial information to members of the Board, SMT and other stakeholders. 4. Analytical and evaluation skills, demonstrating good judgement. - Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship. 5. Good communication and leadership skills - A team-oriented approach to problem solving and to management | | |
| **Qualifications / Skills:** |  | **Essential** | **Desirable** |
| Professional qualification |  | √ |
|  | Management experience or equivalent voluntary experience | √ |  |
| **What’s in it for you:** | We provide exciting opportunities for them to engage with the Charity’s work; provide support for all new Trustees through a full induction; and offer ongoing support from our CEO and senior management teams. | | |
| **Contact Details:** | For further information please contact our Trustee Mariam Ahmed: mahmed@guidepost.org.uk | | |
| **Other information:** | This is a voluntary position; travel expenses will be reimbursed.  All staff are ambassadors for Guideposts and as such may be required from time to time to assist managers and fundraising in the promotion of Guidepost and its work.  All staff have a responsibility to look after the Health and Safety not only of those people who use our services but for themselves and their colleagues and should follow Guideposts Health and Safety Policy and Procedures.  Guideposts is an Equal Opportunities employer.  This job description is not exhaustive, and guidance only, for the trustee in understanding their key responsibilities. | | |