**Trustee with financial management experience**

**Caring in Bristol**

## **Role description**

We are looking for a new trustee who has financial management skills, who can assist our current treasurer potentially with the view to taking over when they retire in April 2020. In addition to the general responsibilities of a trustee, duties of the Treasurer include the following:

* To monitor and review the financial position of the organisation and keep the board informed about its financial duties and responsibilities;
* To report, both verbally and in writing, on the financial health of the Charity to the Board at meetings, ensuring that risk and mitigating actions are determined and that the financial resources of the Charity meet its present and future needs;
* To advise on the financial implications of the Charity’s strategic plans;
* To ensure that there is no conflict between any investment held and the aims and objects of the Charity;
* To ensure all financial reporting is in line with organisational policies, the Articles of Association, Scheme of Delegation and legal requirements, including Charity Commission and Registrar of Companies requirements;
* To ensure that the accounts are scrutinised externally (independent examination or audit) and any recommendations are implemented;
* To ensure that appropriate financial policies, procedures and controls are in place and remain current and in line with requirements, including accounting procedures and reserves policy;
* To work closely with the Charity Director and staff involved in the day-to-day financial management of the organisation;
* To chair and facilitate the Finance Committee and to ensure it operates within its Terms of Reference;
* To provide the Board with the benefit of any previous financial experience in making decisions;
* To contribute to the fundraising strategy of the Charity;
* To bring impartiality and objectivity to decision-making and checking that decisions taken at Finance Committee meetings are implemented;
* To ensure that the Treasurer’s casting vote on the Finance Committee is used in the best interests of the organisation; and
* To ensure that professional advice from external sources is sought when needed;

## **Person specification**

In addition to the person specification for a Trustee, the Treasurer should have the following qualities and experience:

* A head for figures, a relevant financial qualification, and previous professional experience;
* Leadership skills;
* Experience of committee work;
* Tact and diplomacy; and
* Good communication and interpersonal skills.
* Some experience of charity finance, fundraising and pension schemes
* The skills to analyse proposals and examine their financial consequences
* Being prepared to make unpopular recommendations to the board
* A willingness to be available to staff for advice and enquiries on an ad hoc basis