

Role Title: CHV Finance Trustee

Relations with: CHV Chair, Treasurer and Board of trustees, and senior staff and volunteers

Experience: Five years' charitable or commercial financial management, accountancy at a senior level

Role purpose:

- To assist the Board to see the bigger picture
- To bring a fresh perspective to financial planning and strategy
- To support CHV's Treasurer in ensuring resources are managed effectively
- To advise the Board and Treasurer to ensure CHV's financial management is of the highest standard and meets Charity Commission regulations
- To support the Treasurer in monitoring CHV's financial standing and advise on cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- To advise on CHV's financial risk-management process and financial health to the Board of Trustees at regular intervals.
- To act as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- To support the Treasurer in liaising with external inspectors on financial issues and advice on measures to ensure that CHV's finances are responsibly managed/invested for the betterment of its work and beneficiaries.

Budgeting and strategic financial planning

- With the Treasurer ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Assist the Treasurer to oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.
- Assist with costings for bids and/or tenders.

Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with the trustees and staff to prepare and produce management accounts regularly.

Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.

Reserves Policy

- Develop and implement the reserves policy and safeguard CHV's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

Qualities of a Finance Trustee

Essential

- Minimum five years' charitable or commercial financial management at a senior level. Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP;
- An understanding of the UK charity sector and good governance; Charity Commission and Companies House requirements; relevant legislation, eg Data Protection Act, and other statutory requirements. Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- An understanding of the challenges facing small to medium-sized UK charities in funding and resource management.
- Knowledge of income generation in charitable or business sectors
- Excellent networking skills, influencing and communication skills.
- An ability to monitor progress and challenge with the right questions about financial strategy and implementation.
- A good team player with creative problem-solving.
- Either first-hand experience of or a strong interest in support for older people.

Desirable

- Knowledge of the voluntary sector.

Time Commitment

- You will be required to commit to around one to two days per month, including a Trustee Board meeting every month.
- In due course as CHV develops, you may also be a sub-committee member and attend specific meetings.