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**Job Description: Finance Trustee**

We’re looking for someone with experience in supporting like-minded organisations and charities to effectively deliver on its mission to create positive social change.

We are the UK's only charity ski slope. We are a volunteer led, community run social enterprise organisation who use snow sports as a mechanism for positive health, well-being, and social change in our local community. Our profits are reinvested to support our community by providing access to personal development, employability and training opportunities.

Wee are looking to appoint a trustee with experience in finance to oversee our budgets, providing advice, scrutiny and support to the charity.

We value diversity and inclusion and the benefits this brings. We aim to appoint the most suitable candidate at all times and welcome applications from people from all different backgrounds.

Previous experience as a Trustee is not essential and we are committed to investing in training and support for candidates at the start of their trustee journey or have additional needs we can support to ensure they can contribute fully.

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the charity fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Join us and you’ll be part of a small charity with big objectives.

**Remuneration**: This is a voluntary, unremunerated role. All meetings are held via MS Teams. Reasonable travel expenses to any in-person meetings are covered.

**Term:** up to 2 years with an option to extend.

**Time commitment:**  Board meetings and sub-committee meetings as necessary, virtually. On an ad hoc basis, to work with the Chair of Trustees, other Board members and the CEO, outside of the Trustee meetings, to ensure associated strategies links to our values.

**Reporting to:** Chair & Board of Trustees

**Required Background:** A background in accounting/financial management at senior leadership level with an understanding of financial controls within a Charity.

**Role Summary**

You will work alongside the Chair, Chief Executive and others to:

* Present financial reports to the Board in a format that helps the Board understand the charity’s financial position
* Advise the Board on how to carry out its financial responsibilities including the maintenance of appropriate policies for reserves and investments
* Liaise with professional advisers
* Oversee the preparation and scrutiny of the annual accounts
* Have particular regard for risk management including the maintenance of appropriate financial controls
* Structure the Charity’s activities in a tax-efficient way
* Helps shape the Charities long-term strategy, ensuring that it aligns with financially.

**Person Specification**

* Financial expertise, with a recognised accounting qualification and ability to scrutinise and probe financial statements, reports and balance sheet information
* An understanding of working in a small / medium organisation
* An understanding of / sensitivity to the particular situation of a registered charity
* A good understanding of risk management

**Main Responsibilities of a Finacne Trustee in partnership with the CEO**

* Contribute to Board meetings and sub-groups where necessary and to make sure it is carried out in a legal, honest, and accountable ways.
* Works closely with the Board and CEO to develop metrics for measuring the Financial impact of the Charities programmes
* 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;
* Leading in the development and implementation of financial reserves, cost management and investment policies
* Liaising with the appropriate members of staff responsible for the financial activities of the organisation;
* Monitoring and advising on the financial viability of the Charity
* Overseeing the implementation of and monitoring specific financial controls and adherence to systems
* Advising on the financial implications of the charity’s strategic plan

**Experience and Commitment:**

* Qualified accountant with demonstrated commercial awareness and knowledge.
* Competent use of IT skills.
* Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
* Analytical and evaluation skills, demonstrating good judgement.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* Good communication and leadership skills
* Strategic vision, sound and independent judgement.
* Ability to communicate persuasively and a willingness to speak their mind.
* Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
* Understanding and commitment to equality, diversity and inclusion with the ability to bring diverse perspectives to the Board.
* A proven track record of sound judgement and effective decision making.
* A history of impartiality, fairness and the ability to respect confidences.

**Knowledge, skills and understanding:**

* Commitment to the Charity and a willingness to devote the necessary time and effort.
* Willingness to be available to colleagues for advice and enquiries on an ad hoc basis.
* Good, independent judgement and strategic vision.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* An ability to work effectively as a member of a team.

**The statutory duties of a Trustee are:**

* To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
* To ensure that the organisation pursues its objectives as defined in its governing document.
* To ensure the organisation applies its resources exclusively in pursuance of its objectives - the Charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
* To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To ensure the financial stability of the organisation.
* To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.