

**Board Adviser – Finance (Paid) – Role Description**

Our trustees play a vital role in making sure that Argyll and Bute TSI achieves its charitable purposes (see appendix 1) which is to support, represent and advocate for Argyll and Bute’s third and social enterprise sectors whilst also promoting equality, supporting communities and tackling poverty.

**The Board has been unable to recruit a volunteer trustee with financial expertise and now seeks a paid adviser with expertise in financial management and oversight.**

Trustees oversee the overall strategic management and administration of the charity. They also ensure that Argyll and Bute TSI has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they offer support and appropriate challenge the executive team to enable Argyll and Bute TSI to grow and thrive, and through this, achieve our mission. Board members have a collective responsibility. This means that trustees always act as a group and not as individuals. General information on being a trustee with the TSI can be found on our [dedicated trustee webpage](https://www.argylltsi.org/board-induction-page/).

**About Argyll and Bute TSI**

There are 4 aspects to the TSI’s mission;

* Being a central source of knowledge – 3rd sector, national and local policy.
* Ensuring the local third sector has a strong voice at a strategic level – locally and nationally.
* Builds the capacity of volunteering, voluntary and community organisations and social enterprise to achieve positive change.
* Connection – providing leadership, vision and coordination to the local third sector, including through partnership and collaboration with a range of stakeholders.

Current special projects include the delivery of a programme to support vulnerable people to gain the skills and confidence to apply for work and/or training ([Positive Destinations](https://www.argylltsi.org/positive-destinations/)), the continuing development of a community directory ([www.abcd.scot](http://www.abcd.scot)), the mapping of needs and services, investing in models of coproduction to support the development of preventative services, delivering year 4 of the Scottish Government’s [Communities Mental Health and Wellbeing Fund](https://www.argylltsi.org/year-three-communities-mental-health-and-wellbeing-fund/), supporting the growth and development of [volunteering](https://volunteerargyllandbute.org/index-classic) post pandemic, establishing a climate action network and developing the model for [Community Wealth Building](https://www.argyll-bute.gov.uk/moderngov/ieListDocuments.aspx?CId=304&MId=15491&Ver=4) in Argyll and Bute (see item 7).

**As Finance adviser to the Board Duties will include:**

* Supporting and advising the Board about the Finance implications of our purpose, vision, goals and activities.
* Advise the board on the financial implications of our operational strategies and policies.
* Support the Board in their oversight and review as they approve Argyll and Bute TSI’s financial statements, plans and budgets and monitor and evaluate progress.
* Advise the Board so they ensure that key financial risks are being identified, monitored and controlled effectively.
* Provide support to the Board in their role in supporting and challenging the CEO in the exercise of their delegated financial authority.
* Use independent judgment, acting legally and in good faith to promote and protect Argyll and Bute TSI’s interests, to the exclusion of their own personal and/or any third-party interests.

**What we are looking for**

We are looking for someone willing to bring energy, enthusiasm and commitment to this advisory role, and who will broaden the diversity of thinking on our board. You do not need previous governance experience – we will provide full induction and training.

We are looking to fill a paid board advisory position with someone skilled in finance. Ideally, we would like the Board adviser to have had experience in overseeing budgets in excess of £1m. Transferable experience from other sectors is also welcome.

Argyll and Bute TSI has strong financial systems and processes and employs Wylie and Bisset as management accountants as well as a separate auditor. However, the Board currently lacks support from an independent financial perspective and is looking to recruit a financial adviser for approximately twenty hours a year at a rate to be agreed. The Board meets five times a year for approximately two hours, and we anticipate a further two hours preparatory time per meeting.

**Personal skills, knowledge and qualities**

* Ability to support trustees in understanding their financial responsibilities as trustees and acting in the best interests of the organisation.
* Financial qualifications and/or accreditation and training.
* Effective communication skills and willingness to advise actively in financial discussions.
* A personal commitment to equity, diversity and inclusion and enthusiasm for our vision and mission.
* Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership and in particular as it relates to financial matters.

***Terms of appointment***

This is a paid contractual position at a rate to be negotiated and reasonable expenses can be reimbursed.

**Time commitment**

* Attending 4 Board meetings annually and one AGM. Currently meetings are usually held remotely. Attend one in-person annual strategy day as needed.

To apply please submit a CV and covering letter setting out your suitability and your hourly rate expectations to Takki Sulaiman, CEO – takkisulaiman@argylltsi.org.uk. If you would like a conversation with the CEO and Chair in advance, please do email.

**Appendix 1: Our Charitable Purposes (Extract from our Articles of Association)**

In direction given by the NPF and the TSI Outcome Framework documents issued by the Scottish Government, the TSI has been formed to benefit the community of those who reside and/or volunteer within Argyll & Bute Authority area (the “Community”), with the following purposes (the “Purposes”), and aims:

4.1 Argyll & Bute Third Sector Interface aim:

4.1.1 To advance citizenship and community development by assisting voluntary, charitable, social enterprise and community organisations

(collectively referred to as the Third Sector) and volunteers to thrive and

develop. This will include working with public sector agencies and operating appropriate projects to deliver services in the local authority area to assist

people and communities who are in need to improve the physical, cultural, social and economic infrastructure;

4.1.2 To advance health and social care, and relieve poverty by supporting Third Sector Organisations, Public Sector bodies and volunteers to deliver high quality services and activities to vulnerable groups;

4.1.3 To advance education through the provision of appropriate training to Third Sector organisations, volunteer involving organisations, Public Sector bodies, volunteers, potential volunteers and local citizens;

4.1.4 To advance equality and diversity through the provision of appropriate training and assistance to individuals, Third Sector organisations and Public Sector bodies.

4.1.5 In order to better support the community, Argyll & Bute TSI will fundraise only where the end beneficiaries of such funding would be:

a. Third Sector Organisations within the community, and/or

b. Community Third Sector Organisations that are Social Enterprises, and/or

c. Community Volunteer-Involving Organisations, and/or

d. Volunteers from the Community.

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