

Finance Trustee - Role Description

Introduction

A Finance Trustee may have specific roles and responsibilities delegated to them; however, all trustees, not just the Finance Trustee are responsible for the charity's finances and should be able to understand, consider and comment on financial information.

The Overall Role

To 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.

The main responsibilities and duties of the Finance Trustee include:

- Overseeing the role of the Finance Officer
- Responsible for presenting to the board of trustees the budgets, internal management accounts and annual financial statements produced by the Finance Officer;
- 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;
- Chairing the Finance Committee in line with standing orders and terms of reference, and reporting back to the board of trustees;
- Monitoring and advising on the financial viability of the College;
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems;
- Advising on the financial implications of the charity's strategic plan;

Person Specification

- Experience of Financial Management, with a proven track record in charity finances with demonstrated commercial awareness and knowledge.
- Dedicated to the College cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- 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
- A team-oriented approach to problem solving and to management.

Time Commitment

- The Board meets at least 4 times a year (3 times in person and 1 online)
- The Finance, Audit & Risk Committee meets at least 3 times a year in-person
- It is expected that the Finance Trustee spend approximately on average 3 hours per month. However specific projects may also require the involvement of Finance Trustee, and additional time commitment.

Remuneration

This is a voluntary position, so no salary is provided. The college will reimburse travel costs for attendance at in-person meetings, paying the HMRC standard rate of 45p per mile for car journeys. Lunch is provided at in-person meetings.

Application Process

To apply, please send your CV and a covering letter detailing why you are interested in the role and how you meet the Person Specification, to the College Manager, Sophie Atkinson, by email to atkinsons@bristol-baptist.ac.uk or by post to Bristol Baptist College, The Promenade, Clifton Down, Bristol, BS8 3NJ. Applications should be received by Friday 26th May 2023 at the latest.

If you have any questions, or would like an informal chat with the current Finance Trustee, please email Malcolm Broad stoneybeck@virginmedia.com