

## SCF Treasurer / Finance Director – Role Description

### Purpose of role

As well as fulfilling the duties of a Trustee, the Treasurer / FD maintains an oversight of the SCF financial affairs. The Treasurer / FD ensures that effective and appropriate financial measures, controls and procedures are in place and reports to the Board quarterly and annually about the financial health of the organisation.

### Key elements

- Overseeing the preparation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Preparing financial reports for Board meetings and on other matters such as research grants
- Overseeing the book-keeper/administrator – ensuring effective performance and high standards of systems, processes and documentation.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with the Chairman and other directors
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised in line with acceptable risk and protected
- Lead on the appointment of and liaison with external auditors.
- Contribute to the operation of systems for appraising, mitigating and reporting risks to the charity.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies - the Charity Commission and the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chairman to develop the financial understanding of the Board of Trustees.

In addition to the above, the Treasurer / FD will also have the responsibilities applicable to all trustees: (See Charity Commission web site for more details)

## **Responsibilities of all trustees**

- Support and provide advice on SCF's purpose, vision, goals, plans and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee SCF's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve SCF's financial statements.
- Provide support and challenge to SCF's Chairman in the exercise of their delegated authority and affairs.
- Keep abreast of changes in SCF's operating environment.
- Contribute to regular reviews of SCF's own governance and standards.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect SCF's interests, to the exclusion of their own personal and/or any 3rd party interests.
- Contribute to the broader promotion of SCF's objectives, aims and reputation by applying your skills, expertise, energy, knowledge and networks/contacts.

As a smaller charity, there will be times when the trustees need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

## **What we are looking for**

- A qualified finance professional – a Chartered Accountant (ACCA or CIMA)
- Could be a financial leader approaching retirement or recently retired – in a finance practice as a partner or senior manager - or from a commercial company environment.
- A knowledge of charity finance is an advantage but not essential.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets and targets, liaising with auditors

## **Personal skills and qualities**

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good independent judgement and to work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to fairness, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our core values
- Commitment to key principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

## **Terms of appointment**

- Trustees will be appointed for a 3 - year term of office, mutually renewable for further terms to a maximum of 10 years.
- This is a voluntary position, with reasonable expenses reimbursed.

## **Time Commitment**

- Attending 4-6 Board meetings annually
- Monthly scheduled meeting/ video call with the Chairman - with flexibility to respond swiftly to ad hoc issues
- Time to talk with other trustees
- Attending annual strategy and specific training sessions

**If you would be interested in applying please send a covering letter together with your CV to [uhsussex.scfadministrator@nhs.net](mailto:uhsussex.scfadministrator@nhs.net)**