HENDY FOUNDATION

FINANCE SUPPORT TRUSTEE

ROLE DESCRIPTION

The main role of the Finance Support Trustee is to support both the roles of the Treasurer and the Board of Trustees to oversee financial matters of the charity in line with good practice, legal obligations and the Charities Act in order to achieve its charitable purposes.

This includes monitoring financial performance, safeguarding assets, managing financial risks, undertaking due diligence and ensuring compliance with legal and regulatory requirements.

The Finance Support Trustee will ensure that effective financial measures, controls and procedures are put in place and are appropriate for Hendy Foundation.

Core responsibilities

- **Financial strategy and planning:**

  Work with the Treasurer and board of trustees to develop a sustainable financial model and long-term strategy, and financial viability. Work closely with the Treasurer to support all financial matters.

- **Due diligence:**

  Work with the Treasurer and board of trustees to assess the financial position of charities, individuals and other charitable organisations when applying for a grant. Undertake the necessary due diligence as part of the grant making process to ensure that payments awarded to successful applicants are risk free and support the charitable objectives

- **Budgeting and oversight:**

  Approve budgets and regularly monitor the charity's financial performance against them, ensuring sound financial management is maintained.

- **Financial reporting:**

  Ensure accurate financial records are kept and assist in reviewing the annual accounts and financial statements.

- **Risk management:**

  Identify financial risks, ensure adequate measures are in place to mitigate them, and maintain a risk management policy.

- **Compliance:**

  Ensure the charity complies with all legal and regulatory requirements, including those set by the Charity Commission.

- **Asset protection:**

  Safeguard the charity's assets, ensuring they are only used to further its charitable purposes.

- **Fundraising:**

  Oversee fundraising efforts and ensure they comply with the Code of Fundraising Practice.

- **Liaison with advisors:**
  Liaise where necessary with professional advisors such as auditors and independent examiners to ensure financial processes are sound.

Skills and attributes

- Knowledge and understanding of current financial practice.
- Understand and accept the legal duties and responsibilities of a trustee.
- The ability to convey ideas, information and opinions to the Board.
- The ability to make own views known and make decisions in a group environment.
- Ability to work with a team and independently.
- The ability to build relationships with a wide range of stakeholders.
- Attend trustee meetings.
- Organised and methodical with strong attention to detail.
- Ability to maintain confidentiality.
- Good interpersonal skills and the ability to work effectively as part of a team.
- Proactive in identifying areas for improvement in processes and working practices.
- Understanding of charity law, or the ability to learn and apply this knowledge.