

JOB DESCRIPTION: TRUSTEE WITH FINANCIAL EXPERTISE

TRAUMA
TREATMENT
INTERNATIONAL

Trauma Treatment International (TTI) is committed to supporting you with your application. If you feel you meet some of the criteria but not all, we really hope you'll enquire and learn more.

We welcome all candidates to apply, regardless of age, sex/gender, disability, race, religion, sexual orientation, marital status or pregnancy/maternity. If you have any questions, or any disability and require reasonable adjustment/s to any part of the process then please email humanresources@tt-intl.org.

ABOUT THE ROLE

As a qualified accountant with experience of working with charities your role will be to provide effective governance of the TTI's affairs, ensuring its financial viability and that proper processes and procedures are in place for all financial records, decisions and delegations.

KEY RESPONSIBILITIES

1. STRATEGIC

- To assist and advise in the formation of the TTI's strategy with particular regard to ensuring that the charity has the resources to deliver the strategy
- To assist and advise on the timely phased introduction of systems and procedures suitable for the size of the organisation, in anticipation of growth and increasing complexity

2. FINANCIAL

- To ensure that the Board receives appropriate budgetary and financial information on TTI's activities including annual accounts
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- To advise the Board on relevant accounting procedures, controls and policies as required by charity/statutory legislation and recommended practice
- To oversee the appointment of independent examiners/auditors and review on a regular basis
- To ensure that relevant and compliant accounting processes, PAYE, pension arrangements, insurance and other matters relating to finance are in place and implemented as the organisation grows
- To work in close partnership with the CEO to support them in executing their responsibilities and achieving their goals

3. GOVERNANCE

- To ensure that the Board is aware of its duties, responsibilities and statutory requirements as they relate to financial & accounting matters
- To ensure that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis
- To ensure that the Board's scheme of delegation is reviewed on a regular basis
- To advise as to the appropriateness of establishing a Finance Sub Committee and to act as Chair of the Finance Sub-Committee if/when it is established

GENERAL RESPONSIBILITIES OF A TRUSTEE

- In addition to the responsibilities outlined above, the trustee with financial expertise has the following general responsibilities
- To set and maintain vision, mission and values
- To ensure that Trauma Treatment International complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations;
- To maintain proper financial control and ensure that Trauma Treatment International applies its resources exclusively in pursuance of its objectives
- To develop strategy and provide strategic leadership, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- To ensure accountability
- To support the operational management of the organisation
- To draw up, monitor and comply with internal policies, which must include safeguarding, health and safety policies and grievance and disciplinary procedures
- To ensure that risk assessments for all aspects of the business are carried out
- To safeguard the good name and values of Trauma Treatment International
- To maintain effective Board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
- To promote Trauma Treatment International and act in the best interests of the charity, never in the interests of themselves or another organisation

