

BEHAVIOURAL SCIENCE AND PUBLIC HEALTH NETWORK

ROLE DESCRIPTION – BSPHN TRUSTEE: FINANCE

Role title	Trustee – Finance	Hours	Approx 30 hours per annum
Location	Remotely with occasional meetings in person	Salary	Voluntary Role
Travel requirement	Occasional	Contract type	Voluntary – 2 years minimum
DBS check	N/A	Start Date	TBC
Accountable to	The Chair of Trustees Working closely with Chair of Network & board of trustees	Pension	N/A

About the role:

We are a small but rapidly growing charity at a pivotal moment in our evolution. We are looking for an exceptional Trustee with a dedicated responsibility for finance. The successful candidate will have significant experience in financial management of organisations, including bookkeeping/accountancy.

About the Charity Behavioural Science and Public Health Network:

The charity is a network for professionals interested in all domains of public health wishing to develop an understanding of health and wellbeing from a behavioural, social and psychological perspective.

Main Duties of a Trustee (as listed by the Charity Commission)

- Ensure the charity is carrying out its purposes to the public benefit
- Comply with the charity governing document and the law
- Act in the charity's best interests

- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable
- Dedication to the charity's cause and objectives and willing to act as the charity's ambassador to external bodies, individuals, charities and companies.
- Participate in appraisal and performance monitoring of the Charity
- Attend the Board Meetings and any sub-committees appointed to
- Undertake induction training and any additional training required

Key tasks of the Trustee - Finance

The Trustee - Finance will oversee the monitoring of the organisation's finances on behalf of the whole board of trustees, to report regularly on them to the board, and to make sure that money is properly managed. They will ensure that bookkeeping, record keeping, and budgeting are effectively actioned.

This includes:

- Ensuring proper systems are in place for budgeting, financial control and reporting.
- Overseeing and monitoring procedures to reduce the risk of fraud.
- Keeping all trustees properly informed about the state of the organisation's finances.
- Ensuring financial reports to the trustees are comprehensible and properly discussed.
- Ensuring accounts and other financial reports are produced in the proper form and on time as required by other bodies such as the Charity Commission.
- Overseeing the appointment and communications with auditors or independent examiners, according to legal requirements.
- Working with bookkeepers or other financial agents responsible for the BPSHN finances
- Monitoring the overarching strategic management of the organisation's financial resources, and
- reporting to the Chair and the board of trustees.
- Overseeing the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Act as a counter signatory for online banking and applications to funders.

Main Responsibilities

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Suggest alternative scenarios while evaluating strategic plans as part of the risk management process and as part of performance and reporting scenarios.
- Ensure a high standard of management accounting is maintained in order to support informed.

- Financial decisions and efficient management of daily operations.
- Support and oversee the preparation and monitoring of the management of the financial accounts of the BSPHN.
- Work to ensure that the BSPHN prepares its accounts in line with specific measures as per the Charities Statement of Recorded Practice (SORP) guidelines.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.
- Develop a reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and provide advice to cope with changing circumstances.
- Chair finance committees in line with standing orders and terms of reference and report findings/developments back to the board of trustees.
- Advise on the financial implications of the charity's strategic plans.

Person Specification

- Experience of managing the finances of an organisation
- 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, and the Treasurer role in particular
- Excellent communication and leadership skills

Time Commitment

- The board meets a maximum of 4 times a year and the Trustee - Finance is expected to be available for all meetings, in person or virtual – dates agreed in advance. Trustee meetings are two hours long and preparation for each meeting is expected to take one hour.
- The Trustee – Finance is expected to meet regularly with the BSPHN Treasurer (one hour per month), and meetings with all externally appointed financial advice services (accountants, auditors), and other meetings with agencies or individuals required to fulfil the financial obligations of the charity as needed

Location

Board meetings are conducted at either a designated location or virtually by prior agreement.