

ROLE PROFILE

TRUSTEE – Finance Lead

Term: three years with the option to extend for a further three years.

NB This profile should be read alongside the general role profile for trustees

VALUE STATEMENT

The Elizabeth Casson Trust

- Is intentionally inclusive
- Embodies a pioneering spirit
- And a fabric of fairness runs throughout our work

ACCOUNTABLE TO: Board Chair

RESPONSIBILITIES

In addition to the general responsibilities of a trustee (see trustee role profile), the finance lead will:

1. Advise trustees on the implications of the Trust's strategic and annual delivery plans on the financial resources available to the Trust
2. Keep the trustees informed about their financial duties and legal responsibilities
3. In conjunction with the Executive Officer prepare and present financial reports to the Board at each general meeting
4. Ensure that appropriate accounting procedures and controls are in place
5. Ensure that the charity has appropriate policies to ensure financial governance, including but not limited to an ethical investment policy, reserves policy and anti-bribery policy
6. Monitor the Trust's investment activity and ensure it is consistent with the Trust's policies and legal responsibilities
7. Represent the trustees' views to the Trust's investment managers and manage the relationship between the two organisations
8. Ensure that the annual accounts are prepared and disclosed in the form required by the relevant statutory bodies, for example the Charity Commission and the Registrar of Companies
9. Ensure that the accounts are scrutinised in the manner required by the Trust's auditors and any recommendations are implemented

PERSON SPECIFICATION – Finance Lead

ESSENTIAL	DESIRABLE
Financial qualifications and experience	Some experience of charity finance and investments
The skills to analyse proposals and examine their financial consequences	
The knowledge to manage the relationship with our investment management company	