



Charity Trustee Finance and Accounting

'The people who make up Friends of the Family became my family when I needed it most and I cannot thank them enough' – Kathy, Mum

What we do

Friends of the Family works with local families and children who are overwhelmed by the challenges of family life. For more than twenty years, our skilled professionals and trained volunteers have been offering a safe and nurturing environment where children and parents can learn to help themselves.

You can read more about our work and the difference we are making to families on our website – www.fotfwinchester.org.

Trustees

The Board of Trustees sets our goals and policies, ensures that we observe good practice, and supports our staff and volunteers. The duties and responsibilities of trusteeship are described in more detail in the Charity's Commission's booklet [*The Essential Trustee*](#).

Vacancy

We are looking to appoint a trustee to oversee our accounting arrangements and provide strategic advice to ensure the charity's financial wellbeing.

Paid staff manage our day-to-day finances, but you will have oversight of their work. This will involve liaising with the Operations Manager and bookkeeper, ensuring that appropriate controls are in place, and managing preparation of the Annual Report and Accounts.

Similarly, although the Operations Manager and two committees are responsible for fundraising, you will monitor the charity's financial health and prospects and advise the Board when action is needed. This will include providing guidance for the annual review of salaries, monitoring the provision of staff pensions, ensuring that commitments to funders are honoured, and identifying any threats to sustainability or long-term viability.

You will oversee the charity's responsibilities to report to the Charity Commission, Companies House and HMRC, and will also share a broader responsibility for good governance with the rest of the Board.

You will have extensive professional experience of financial management and planning. Knowledge of the current charitable SORP, experience of working with a small-to-medium sized charity and good contacts in the Winchester area would all be helpful.

The role is voluntary and unpaid, and you will be required to become a Member of Friends of the Family and sign a Declaration of Eligibility.

What we will expect from you

- Commitment and enthusiasm to promote our work and help vulnerable families.
- Integrity – all Trustees and Volunteers are DBS checked.
- The ability to think clearly and strategically.
- Good written and verbal communication skills.
- The ability to motivate and work with people from different backgrounds.
- Sufficient time to devote to the role.
- An understanding that we are a small charity with limited resources and that Trustees need to help with many different tasks.

We are an Equal Opportunities Employer and apply the same standards to recruiting Trustees. You do not need prior Board experience to become a Trustee, and we welcome applications from younger and BAME candidates with relevant skills and experience.

‘It is so rewarding to be a Trustee of a charity that is making such a difference to the lives of vulnerable families and children in my local area.’ – Clare, Trustee

What you can expect from us

- A warm welcome!
- A thorough induction process, including the chance to meet all our staff and attend some of our project activities. You will be given a trustee information pack and your own Friends of the Family email address.
- A ‘buddy’ trustee to support you for the first four months.
- A review meeting with the Chair after you have attended three Board meetings.
- The opportunity to make a real difference to the lives of vulnerable children and families.

‘My volunteer is a very good listener. We have fun together and I can talk to her about what’s on my mind’ – Emma, Child

Meetings and time commitment

The Board currently meets monthly (apart from August and December), either via Zoom or at our office at the Friends Meeting House in Winchester. Meetings begin at 11.00 and usually last for between one and two hours.

Trustees are appointed at our AGM in November and serve three-year terms. In addition to attending Board meetings, you need to allow time for preparation and follow-up from meetings, as well as specific activities for which you are responsible. Each month is different, but an average commitment of 4-6 hours per month is required.

How to apply

If you would like to apply to become a Trustee, please complete the application form available on the vacancies page on our [website \(www.fotfwinchester.org/about-us/vacancies/\)](http://www.fotfwinchester.org/about-us/vacancies/) and send it with a covering note to admin@fotfwinchester.org.

The deadline for applications is midnight on **Friday 30th September** and shortlisted candidates will be interviewed in the first two weeks of October.

Thank you for your interest in our work. We look forward to hearing from you.