



**ACTION ON POVERTY**  
*Building livelihoods, transforming lives*

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## **Finance Trustee recruitment – information sheet**

### **Background to Action on Poverty**

We are a small, dynamic overseas development charity, specialising in livelihoods and rights for some of the world's most vulnerable people. Our work is currently focused in Sub-Saharan Africa. We have a small UK team of 6, based Worcestershire and we pride ourselves on keeping small and lean so that most of our funds go out to our overseas partners who can apply them where they are most needed.

### **Who we need**

We are looking for a trustee who can lead on financial matters, attending Trustees' Meetings four times a year and assisting with finance-related ad-hoc issues in between times. This is an overview role rather than a detailed administrative appointment, as we employ a qualified Finance Manager who leads on budget preparation, management accounts and statutory matters. Therefore we see the role as more of a strategic lead, providing financial oversight and a sounding board to our Finance Manager and CEO. Involvement in authorisation processes may also be required.

We would be particularly interested in hearing from you if you have previous experience in your work of strategic financial leadership, preferably but not exclusively in a charitable setting.

### **How to find out more**

We would love you to look at our website at [www.aptuk.org.uk](http://www.aptuk.org.uk) in the first instance. This gives more information on our projects and our current trustee team, as well as our statutory accounts. Members of our team would also be very happy to have an informal chat if you would like to find out more: as we are not working in the office, we ask that you contact us by email in the first instance:

Finance Trustee (retiring) – Mr Neil Fray  
CEO – Ms Alex Daniels  
Finance Manger – Rebecca Willis

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[alex.daniels@aptuk.org.uk](mailto:alex.daniels@aptuk.org.uk)  
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We also attach a summary of the duties and responsibilities overleaf.

### **How to apply**

Please send us your CV, together with a covering email explaining why you would like to get involved and what you could bring to the trustee team, to [liz.chard@aptuk.org.uk](mailto:liz.chard@aptuk.org.uk). We will then contact a shortlist of candidates to invite them for a zoom interview. The date for interview is 4<sup>th</sup> March 2021.

Thank you for your interest!

## **Duties and Responsibilities of a Finance Trustee**

- to ensure the organisation applies its resources exclusively in pursuance of its objectives
- to obtain evidence that the financial resources of the organisation meet its present and future needs
- to review, and monitor compliance with, the organisation's reserves policy
- to ensure that appropriate accounting procedures and controls are in place
- to ensure appropriate authorisation of bank transfers and expenditure
- to liaise with staff and volunteers about financial matters
- to advise on the financial implications of the organisation's strategic plan
- to keep the board informed about its financial duties and responsibilities

In addition, all trustees are required collectively:

- to ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations, including safeguarding
- to ensure that the organisation pursues its objectives as defined in its governing document
- to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to safeguard the good name and values of the organisation
- to represent the company at functions and meetings as appropriate
- to declare any conflict of interest while carrying out the duties of a trustee
- to be collectively responsible for the actions of the organisation and other trustees
- to ensure the effective and efficient administration of the organisation
- to abide by the equal opportunities policy
- to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- to make sure the organisation is properly insured against all reasonable liabilities
- to appoint and support the employees and monitor their performance
- to help the board of trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
- to attend meetings, and to read papers in advance of meetings
- to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising
- to keep informed about the activities of the organisation and wider issues which affect its work

### **Trustee Person Specification**

The finance trustee must have:

- experience of financial management, preferably in a strategic role
- business planning skills
- integrity and a commitment to the organisation, its values and its objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgement
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team