

## **TRUSTEE / TREASURER**

### **Role description**

#### **About Us**

PACT (Parents and Children Together) helps hundreds of families every year through outstanding adoption and award-winning therapeutic support and inspirational community projects across London and the south of England. We are one of the UK's leading independent adoption agencies. Our mission is to provide adoption and community services to vulnerable children, women and families.

#### **The role**

Our Board of Trustees voluntarily govern the charity's activities and we are looking for a new Trustee to join our Board of Trustees and to take on the role of Treasurer.

Day to day responsibility for financial operations and control is in the hands of the Head of Finance. The Treasurer will work with fellow Trustees and our Executive Team to develop financial strategies to support our ambitious plans and provides oversight of the charity's finances and financial operations so as to provide reassurance to the Board on the charity's short and long-term viability.

The Trustee Treasurer is also responsible for ensuring that the charity fulfils its duties and responsibilities for its proper financial governance and to give advice and guidance when needed to the Head of Finance.

The Trustee Treasurer is expected to attend Adoption and Communities Committee meetings as well as main Board meetings.

As a member of the charity's Board of Trustees, the Trustee/Treasurer will support appropriate decisions and good governance by the Board.

#### **The role of Trustee/Treasurer includes:**

- Ensuring the charity keeps proper accounts.
- Reviewing the charity's financial performance.
- Reviewing finance and investment policies and strategy.
- Reviewing the robustness and effectiveness of the financial controls in place.
- Liaising through various committees with the Head of Finance and the charity's independent auditors.

#### **Person specification**

##### **Knowledge and Experience:**

- A qualified accountant
- Outstanding record of professional achievement in their field, with a reputation for excellence, with a particular focus on strategic finance, audit and risk, planning and performance.
- Investment experience is also helpful
- Experience gained as Trustee or Non-Executive Director in a charity and/or Social Care Sector would be an advantage but is not essential

- Strong understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Appreciation of the nature of risk management at Board level.

**Skills and Abilities:**

- Able to distil complex information and bring a pragmatic approach to its application.
- Highly effective communication and interpersonal skills.
- Able to galvanise external relationships and build support for PACT.
- Strong ambassadorial and influencing skills – inspires trust and confidence quickly.
- Able to think strategically and to challenge appropriately

**Personal Style and Behaviour:**

- Independent, strategic and creative thinker.
- Driven and self-managing with sharp commercial acumen.
- Collaborative team player.
- Sound judgement and political sense.
- Committed to the values of PACT; leads by example in upholding these values and demonstrates the utmost integrity.

**Remuneration:**

The role of Trustee is a voluntary position. Travel expenses will be reimbursed.

**Time Commitment:**

Three Board meetings per year, plus two Committee memberships with three meetings each per year. Trustees are also expected to attend occasional public or private events, e.g. supporter/fundraising events, strategic planning Board away days and public profile events.

Trustees are required to agree to abide by the Trustees' Code of Conduct and to declare as appropriate their business interests.

**Location of meetings:**

PACT's Headquarters in Reading.

**Terms:**

Trustees will serve an initial four-year term and be eligible for re-appointment for a further four year term.