Living On Bereavement Service
The Parish Room, Skibbs Lane, Chelsfield, Kent, BR6 7RH

Trustee – Finance Trustee

Purpose of the role

To provide the Board with appropriate financial expertise, scrutiny and assurance, helping Living On maintain strong financial governance while developing sustainable income and organisational growth.

The Finance Trustee will work closely with the Treasurer, CEO and wider Board to provide strategic financial oversight, challenge and advice.

Ideal candidate

We are particularly interested in candidates who are:

- Qualified accountants or have equivalent senior financial experience.
- Experienced in financial management, budgeting and forecasting.
- Comfortable interpreting management accounts and financial reports.
- Experienced in financial risk management and internal controls.
- Able to provide constructive challenge to the Board and senior leadership.
- Ideally experienced within a charity, not-for-profit or community organisation, although this is not essential.
- Able to understand the financial implications of organisational growth.
- Comfortable working with external accountants, auditors and professional advisers.

Key responsibilities

The Finance Trustee will:

- Provide strategic financial oversight and constructive challenge to the Board.
- Support the Board in understanding the charity's overall financial position.
- Review budgets, forecasts and management accounts.
- Support effective financial controls and risk management.
- Monitor reserves and long-term financial sustainability.
- Help trustees understand the financial risks and opportunities associated with organisational growth.
- Support the development of sustainable income and expenditure planning.
- Consider the financial implications of new projects, funding opportunities and strategic developments.
- Liaise with external accountants, auditors and professional advisers where appropriate.
- Ensure financial matters are presented clearly and meaningfully to the Board.
- Support the Board in understanding the financial implications of Living On's five-year strategy.

- Chair or participate in a Finance/Audit Committee if established.

Working with the Treasurer

The Finance Trustee and Treasurer will work closely together but will have complementary responsibilities.

The Treasurer will focus primarily on:

- Day-to-day financial oversight.
- Accounting processes.
- Management accounts.
- Payroll oversight.
- Financial controls.
- Cash flow.
- Liaison with external accountants and payroll providers.
- Identifying and escalating financial issues.

The Finance Trustee will focus primarily on:

- Financial strategy.
- Long-term financial sustainability.
- Budgeting and forecasting.
- Financial risk.
- Reserves.
- Financial implications of the five-year strategy.
- Grant and funding implications.
- Board-level financial scrutiny and challenge.

The two roles will share information and provide mutual support, ensuring that practical financial management and strategic financial oversight are joined up.

The Treasurer and Finance Trustee will work collaboratively while recognising that ultimate responsibility for the charity's financial affairs remains with the Board of Trustees collectively.

Working relationships

The Finance Trustee will work closely with:

<u>Treasurer</u>

To provide joined-up financial oversight, review financial information and ensure significant issues are appropriately escalated to the Board.

CEO

To understand the financial implications of operational activity, staffing, service development and strategic priorities.

External Accountant

To provide appropriate oversight and scrutiny of accounting arrangements, financial reporting and annual accounts.

Chair

To support effective financial governance and escalate significant financial concerns where appropriate.

Essential skills

We are looking for someone with:

- Strong financial literacy.
- Ability to understand and challenge financial information.
- Strategic rather than purely operational financial thinking.
- Ability to explain financial matters clearly to non-financial trustees.
- Strong understanding of financial risk and sustainability.
- Ability to provide constructive challenge.
- An understanding of the financial implications of organisational growth.

Desirable

- ACA, ACCA, CIMA or equivalent.
- Charity finance experience.
- Audit experience.
- Experience of organisational growth or restructuring.
- Experience of grant funding and restricted funds.
- Experience of strategic financial planning.

Qualities

We are looking for someone who is:

- Reliable and professional.
- Strategic and analytical.
- Comfortable asking questions and providing constructive challenge.
- Collaborative and approachable.
- Able to communicate complex financial information clearly.
- Committed to Living On's values and mission.
- Able to work effectively as part of a Board.
- Able to maintain an appropriate distinction between governance and operational management.

- Has sufficient time and capacity to commit to the role.

Time commitment

Approximately 6 hours per month, including Board meetings, preparation and liaison with the CEO, Treasurer and external financial providers.

Additional time may occasionally be required around annual accounts, budgeting, strategic financial planning or significant financial matters.

What difference will you make?

You will play an important role in ensuring that Living On has strong, reliable and sustainable financial foundations.

Working alongside the Treasurer, you will help the charity maintain effective financial governance and develop the financial strategy needed to support its growth and reach more bereaved children, young people and families.