

Finance Trustee

Up to 3 years, plus 1 YFGM handover

Purpose

To take lead responsibility for financial management and the preparation of annual accounts. To have an overview of legal concerns, including Charity Commission requirements, SORP (statement of recommended practice), and tax and National Insurance guidelines, and to help the other members of Finance Committee work within these requirements.

Duties

- To ensure, in co-operation with the other trustees, that YFGM complies with its constitution and finance policy.
- To take an active role in ensuring that the finance policy, and all financial procedures, are open, honest and achievable, follow best practice, and accurately reflect the will of YFGM at the time. To support and supervise the rest of finance committee.
- To attend YFGM sessions which may have financial implications, and be ready to give advice if required.
- To present an annual budget for approval at February YFGM and to present the accounts of the previous year to YFGM as soon as practicable, preferably in May, or failing that October.
- To prepare for and convene Finance Committee at Planning weekends
- To include Financial Oversight people in the relevant Finance Committee meetings, and to present their contributions if they are unable to be present.

What you could gain

- An understanding of charity finances, including regulatory requirements

Skills Required

An ability to convene and communicate with a committee. A basic understanding of financial requirements, including budgets and accounts, and a willingness to learn more.

Time commitment

Attending all YFGMs and all Planning Weekends, and occasionally additional trustee/finance committee meetings.

Between 1 and 3 hours work a week between YFGMs.

Other Requirements

You will need to complete a safeguarding declaration and a data protection declaration to take up this role.

As this is a trustee role, you must not be disqualified from acting as a charity trustee.

See also: **Finance Committee**
 Being a Trustee of Young Friends General Meeting