



Finance Trustee Recruitment Pack

2016

Contents

1. Welcome Letter from the Chair
2. Trustee Role and Responsibilities
3. Trustee Person Specification
4. Trustee Code of Conduct
5. Time Commitment
6. Remuneration
7. How to Apply

Welcome

Thank you for expressing an interest in becoming a Trustee of Cambridge House.

Cambridge House is a social action centre that works with vulnerable individuals, families and communities to tackle poverty and promote social justice. We work to provide solutions and enhance understanding of the strategic choices and practical actions that society can take to reduce poverty. In 2014/15 year we directly benefit 105,000 individuals.

We are a community hub in Southwark and focus our work on vulnerable families and communities; use our expertise and knowledge to tackle the root causes of poverty; and we provide a home to seventeen other charities and community organisations in our recently refurbished and extended building.

Social Justice and Liberty

Our Law Centre and Advocacy Service provide free expert legal advice and professional advocacy to 'give a voice' to the most vulnerable people in our society, increase access to justice for those without the means to pay, promote social inclusion, tackle inequality, and address gaps in statutory provision.

Empowering Communities

Our frontline services offer:

- Pathways into education, training and employment
- Arts and sports activities for children and adults with disabilities
- Successor generation projects that develop young people's potential as future leaders and policy makers
- Support to young people affected by street violence, crime and gangs
- Support to people with mental health issues

We have a local to national ethos which means to affect long-term social change and impact, we

- Develop and pilot services in our local area
- Use this experience to offer best practice initiatives across London
- Share our work and experiences with government, businesses and the voluntary and community sectors right across the country

Having recently completed a trustee skills audit; our Council of Management wish to increase its finance and accounting skills by recruiting an additional Trustee to join both the Council of Management and its Finance Sub Committee (FSC).

The FSC, which currently meets monthly is a subcommittee of Cambridge House's Council of Management; and is subject at all times to the requirements of Cambridge House's Articles of Association, Company and Charity Law and funding agreements and contracts. Its terms of reference are to:

1. Oversee the financial affairs of Cambridge House
2. Consider and advise the Council of Management on business strategy and planning with regard to financial forecasts, fundraising and risk assessment
3. Determine such matters that have been delegated to it

4. Advise the Council of Management on appropriate financial policies and procedures, and banking and investment arrangements
5. Be mindful of ensuring that the information received by it, all decisions taken and recommendations made are centred on improving the quality of services provided to, and the experience of Cambridge House's beneficiaries and users

As an organisation we are particularly keen to ensure that our trustees are fully representative of the community in which we work, and at the current time we would warmly welcome applications from those from ethnic minority backgrounds, and people with disabilities.

Working as a Trustee of Cambridge House is immensely rewarding. If you would like to be part of this very special organisation consider you can contribute to the work of the FSC described above, we would welcome your application. You can find out more about our work on our website www.ch1889.org. Useful information about the roles and responsibilities of trustees can be found on the Charity Commission [website](#)

If you would like to have an informal discussion about this role please call our Chief Executive, Karin Woodley on 07971 116 424, she is also happy to arrange a visit to Cambridge House.

We look forward to receiving your application.

Yours sincerely

Julie Myers
Chair

Trustee Role and Responsibilities

Those who serve on the Council of Management of Cambridge House have duties, responsibilities and liabilities both under Company Law as Directors and under Charity Law as Trustees.

The core duties of a trustee are:

1. To ensure that Cambridge House complies with its governing document (i.e. articles of association), charity law, company law and any other relevant legislation or regulations
2. To formulate and approve strategic goals so as to ensure Cambridge House pursues its charitable objects
3. To ensure Cambridge House adopts and observes policies which ensure that resources are applied exclusively in pursuance of its objects

In exercising these duties:

1. To contribute actively to the Council of Management's role in giving firm strategic direction to Cambridge House setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
2. To safeguard the good name and ethos of Cambridge House
3. To ensure the effective and efficient administration of Cambridge House and aim for best practice and good governance, including in relation to succession planning
4. To ensure the financial stability and protection of funds and assets of Cambridge House
5. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
6. To establish and maintain effective, appropriate and positive management relations with the Chief Executive, staff and volunteers.
7. To use any specific skills, knowledge or experience they have to help the Council of Management reach sound decisions.
8. To participate in and encourage performance reviews of the Council of Management and its governance structures.

To observe the duties of Company directors:

1. Duty to act within powers
2. Duty to promote the success of the company
3. Duty to exercise independent judgment
4. Duty to exercise reasonable care, skill and diligence
5. Duty to avoid conflicts of interest
6. Duty to not accept benefits from third parties
7. Duty to declare interest in proposed transaction or arrangements.

Person Specification for this appointment

All Trustees must be 18 years and over, have excellent communication skills with the capacity to express themselves with authority. This position requires the following specific skills and experience

- Recent and relevant financial experience –including a good understanding of developing financial strategy and financial controls principles
- A professional accountancy qualification or demonstrable equivalent experience

- Experience of and an understanding of regulations and compliance in terms of financial reporting for the charity sector including knowledge of the new SORP 2015 and its implications for Cambridge House's reporting requirements
- Successful Board-level experience in a well governed charitable, public, private or voluntary sector organisation
- Ability to operate strategically as an effective member of the Charity and its Finance Sub-Committee and to contribute positively in a non-executive capacity demonstrating sound judgment and effective decision making
- Comprehensive understanding of financial, audit, control and risk management issues and the role of a Trustee as opposed to a staff member
- An ability to understand, interpret and explain financial information.
- Ability to listen, communicate and influence effectively- building relationships and working collaboratively and effectively as part of a team
- A track record of commitment to promoting equality and diversity

Candidates will be expected to demonstrate high standards of corporate and personal conduct including impartiality, fairness, integrity, respecting confidences and objectivity in the execution of the role and responsibilities.

Each Trustee must:

1. Have a commitment to the aims of Cambridge House
2. Have a willingness to devote the necessary time and effort, including attending all Council of Management and FSC, as well as other necessary, meetings
3. Have strategic vision and be able to understand and assess risks
4. Have good, independent judgement
5. Have an ability to think creatively
6. Be willing to speak their mind
7. Understand and accept the legal duties, responsibilities and liabilities of trusteeship
8. Be able to work effectively as a member of a team and to maintain good working relations
9. Adhere to the Nolan's seven principles of public office: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Trustee Code of Conduct

1. Be active – you cannot be a dormant or ‘sleeping’ member of the Council of Management, you are still liable for the decisions the others make in your absence.
2. Act jointly – an individual has no powers to act on their own unless they have been specifically given them by the Council of Management (minuted at a proper meeting).
3. Act constitutionally (and within the law) – make sure that you act within the powers and objects (remit) set out in Cambridge House’s Articles of Association, including following the Articles on how meetings are run and how any relevant committee or working group is constituted.
4. Act in the interests of the beneficiaries – put yourself in the beneficiaries’ position and make decisions that are best for them.
5. Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated.
6. Have a duty of care – act prudently and reasonably.
7. Not delegate control – everything can be delegated except the power of delegation and responsibility for supervision of delegated acts: the Council of Management remains ultimately responsible and accountable.
8. Not benefit personally – unless allowed specifically in the constitution or by law.
9. Avoid conflict of interest – manage actual conflicts of interest through a written process/policy and elsewhere avoid the appearance of conflicts of interest.

Time Commitment

It is envisaged that appointments will be for an initial term of 3 years which is often extended. The Council of Management meets at least four times (more usually six times) per year in London usually between 6.30 and 8.30 pm. The FSC currently meets monthly on a Tuesday or Wednesday for up to one and a half hours in the early evening. Ad hoc Working Groups are set up to deal with specific issues and trustees are encouraged to volunteer their skills and experience on these when necessary. Trustees are encouraged to spend time at Cambridge House and involve themselves in its activities. They are expected to visit at least two projects or events each year and attend one strategic meeting (usually on a Saturday) per year.

Special Conditions

In accordance with our Safeguarding Policy, all trustee positions are subject to a satisfactory DBS (formerly CRB) check.

Remuneration

The role is unremunerated but reasonable expenses can be paid.

How to Apply

Please provide:

1. A supporting statement that:
 - a. Tells us why you are motivated to become a trustee of Cambridge
 - b. Evidences your skills, experience and qualifications in finance and accounting
 - c. Explains how you believe your skills and experience will help the organisation to meet its legislative responsibilities and support our strategic and financial planning.
2. A comprehensive CV including details of your achievements in each role and including details of two referees.
3. A completed Equal Opportunities Monitoring Form (attached)

Email completed applications by Monday 6 June 2016 at the latest to:

Perrine Rident

prident@ch1889.org