



## **Catching Lives Trustee Recruitment – Treasurer December 2022**

Catching Lives is an award-winning charity with strong reputation and local presence in Kent. We support people who are homeless or socially excluded.

Our vision is of a society where all are included and all, no matter how disadvantaged, can contribute. Catching Lives works towards ending the harm caused to individuals, families and the community by homelessness, rough sleeping and insecure housing. We offer immediate respite at the Canterbury Open Centre's daily drop-in, providing basic facilities (food, showers, laundry). We work with people to identify and address support needs, to access suitable accommodation, and to find the motivation towards personal recovery and independent living. This includes mental health support, arts and other activities, and outreach and sustainment support in the community.

We are looking for a finance professional with charity experience to join our highly engaged Board as Treasurer, working closely with our newly appointed Chief Executive. To arrange an informal initial conversation about the role, please email: [trustees@catchinglives.org](mailto:trustees@catchinglives.org)

### **Recruitment process**

1. Read the role description below.
2. Send your CV and a brief supporting statement to: [trustees@catchinglives.org](mailto:trustees@catchinglives.org) by 19<sup>th</sup> January 2023.
3. Shortlisted candidates will be invited to interview in late January.

### **Treasurer – Role Description**

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Catching Lives' financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

### **Treasurer role**

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with Chief Executive.

- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk management process.
- Ensuring investments and assets are maximised.
- Lead on the appointment of and liaison with external auditors.
- Oversee the development and implementation of systems for appraising, mitigating and reporting corporate risk.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees.

### **What we are looking for**

- A finance professional. A knowledge of charity finance is an advantage. Otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors.

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees:

### **Responsibilities of all trustees**

- Support and provide advice on Catching Lives' purpose, vision, goals and activities.
- Approve operational strategies and policies, monitor and evaluate their implementation.
- Oversee Catching Lives' financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Catching Lives' financial statements.
- Provide support and challenge to Catching Lives' CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Catching Lives' operating environment.
- Contribute to regular reviews of Catching Lives' own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Catching Lives' interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Catching Lives' objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

### **Attributes and qualities**

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

### **Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

### **Terms of appointment**

#### Terms of office

- Trustees are appointed for a renewable 3-year term of office.
- This is a voluntary position, but reasonable expenses will be reimbursed.

#### Time Commitment (estimated at 4-7 hours per month)

- Attending 4 Board meetings annually. Currently meetings alternate between in-person meetings at the Open Centre, Station Road East, Canterbury and online meetings using Zoom, typically 5.30-7pm on a Wednesday mid-month.
- Monthly scheduled meeting with the CEO, with flexibility to respond swiftly to the occasional ad hoc issue.
- Attending an annual away day and occasional training sessions.