

## **Pink Singers Trustee (Finance) Role Description and Person Specification**

### **Main responsibilities - Trustee (Finance)**

- Monitor the financial standing of The Pink Singers and report to the Board and Team Leaders / Chair regarding cash-flow forecasting, income streams, outgoing expenses and the overarching strategic management of financial resources.
- Oversee The Pink Singers' financial risk-management process and report financial health to the board of Trustees at a regular intervals
- Present the annual accounts to members at the AGM explaining technicalities in plain language which is understood by all members.
- Ensure approved accounts are submitted to all relevant regulators in a timely fashion
- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year
- Oversee planning / budgeting processes in participation with the Board and constructively challenge where required
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.
- Liaise regularly with the Treasurer (part of the Organising Committee) to maintain a clear grasp of The Pink Singers' financial position and to ensure full and timely financial transparency and information disclosure to the Board of Trustees
- Develop reserves policy and safeguard the organisation's finances
- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.

### **Main responsibilities - Trustee:**

- Ensure that The Pink Singers complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that The Pink Singers pursues its objects as defined in its governing document

- Ensure The Pink Singers uses its resources exclusively in pursuance of its
- objects: the charity must not spend money on activities which are not
- included in its own objects, no matter how worthwhile or charitable those
- activities are.
- Contribute actively to the Board in giving firm strategic direction to The Pink
- Singers, setting overall policy, defining goals and setting targets and
- evaluating performance against agreed targets
- Safeguard the good name and values of The Pink Singers.
- Ensure the effective and efficient administration of The Pink Singers
- Ensure the financial stability of The Pink Singers
- Protect and manage the property of the charity and to ensure the proper
- investment of the charity's funds
- Appoint Team Leaders / Chair and monitor their performance

## **Trustee Person Specification**

### **Essential**

- A strong financial background and demonstrated commercial awareness and
- knowledge
- Knowledge of charity SORP and impending changes
- Strong analytical and evaluation skills
- Commitment to and willingness to work in accordance with The Pink Singers'
- principles and values
- Willingness to devote the necessary time and effort
- Strategic vision; good, independent judgement; ability to think creatively and willingness to
- speak their mind
- Understanding and acceptance of the legal duties, responsibilities and
- liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life as outlined in the Trustee Code of
- Conduct: selflessness, integrity, objectivity, accountability, openness,
- honesty and leadership
- Balancing tact and diplomacy with willingness to challenge and
- constructively criticize

### **Desirable**

- An accountancy qualification
- Demonstrated knowledge and experience of charity fundraising and finance
- practices
- Dedicated to the organisation's cause and objectives and willing to act as

- the charity's ambassador to external bodies, charities and companies
- Skills and experience in one or more areas of non-executive governance eg. strategic planning, business management, HR, fundraising and legal.
- Prior experience of committee / trustee work
- Knowledge of the type of work undertaken by the Pink Singers
- A wider involvement with the voluntary sector

## **Time commitment**

- The Board currently meets monthly for 1-1.5hours in London (N1).
- We anticipate a time commitment of between 5-10 hours per month.
- Initially whilst things are being set up the time commitment may be towards the higher end reducing over time.
- It is important to be able to visit occasional choir rehearsals on Sunday in London and be available to the designated Organising Committee member on a regular basis
- In addition to board meetings, other contact, usually electronic or by telephone will be necessary
- Where sub-headers need to be used the titles are simply bolded.