

## **Finance Trustee Role Description**

You will:

- lead on maintaining the overview of the financial affairs of the Natural History Society of Northumbria. This helps ensure legal and regulatory compliance as well as financial health of the charity.
- bring expertise in using the right financial measures, records, controls and procedures.
- lead on reporting of performance and related matters to your fellow trustees at Board at regular intervals.
- be supported by the Chair of Trustees, other fellow trustees, NHSN's Finance Manager and Director, external accountants and investment advisors.

Interested? We'd love to chat to interested individuals to share more about how you can be part of a team that seeks to inspire wonder in the natural world.

## **Finance Trustee Role Responsibilities**

1. Oversee our financial affairs and be the lead trustee on finance to the Board.
2. Ensuring proper record keeping, accounting procedures and controls are in place.
3. Ensuring effective financial policies are adopted and implemented.
4. Ensuring an appropriate reserves policy and plans to achieve it.
5. Advising on the financial viability to meet strategic and operational plans.
6. Overseeing financial controls and adherence to systems.
7. Keep abreast of changes of external matters relevant to the charity finance.
8. Ensuring investments are well managed.
9. Lead on the appointment of and liaison with external auditors.
10. Regular liaison with the Finance Manager and Director
11. Contributing expertise to the financial aspects of the strategic risk register.
12. Ensuring that accounts are prepared as required by the Charity Commission.
13. Presenting the annual position at the annual general meeting.

## **General responsibilities of a trustee**

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

- Act in accordance with The Essential Trustee from the Charity Commission.
- Support our charitable purpose, vision, goals and activities.
- Engage in trustee induction and ongoing development to be an effective trustee.
- Take interest in the charity's delivery and impact
- Regularly attend Board meetings
- A strong personal commitment to equity, diversity and inclusion, growing and widening engagement in natural history.

## **Terms of appointment**

### **Terms of office**

- Trustees are appointed for a 3 year term of office, renewal for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses can be reimbursed.

### **Time Commitment**

- 5-8 hours per month
- Attending three Board meetings annually. Currently meetings are held in person at the Great North Museum: Hancock, Newcastle or can be joined remotely.
- Three scheduled meetings with the Finance Manager/ Director with flexibility to respond swiftly to the occasional ad hoc issue.
- Attending occasional training or strategy planning sessions.