



FINANCE TRUSTEE/TREASURER

Role description

The Primary Care Respiratory Society (PCRS) is looking to recruit a Trustee with financial and accountancy experience to join the PCRS Board of Trustees. The Finance Trustee will assist the board and CEO to make sure that effective financial procedures and controls are in place and to ensure the financial activities of the charity are legal, constitutional and within accepted accounting practice.

PURPOSE OF THE BOARD OF TRUSTEES

The PCRS trustees are jointly and severally responsible for the overall governance and strategic direction of the organisation, as well as its financial health and the probity of its activities, and establishing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

THE STATUTORY DUTIES OF A TRUSTEE

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations, including providing public benefit
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation 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
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the resources of the charity and to ensure the proper investment of the charity's funds
- To appoint the chief executive officer and monitor his/her performance

OTHER DUTIES

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This will include:

- Maintaining absolute confidentiality on all aspects of the trustees' business
- Scrutinising board papers
- Ensuring robust systems are in place for internal financial control and the protection of PCRS's funds and assets

- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Taking appropriate professional advice in all matters where there may be a material risk to PCRS, or where the trustees may be in breach of their duties
- Other issues in which the trustee has special expertise

Trustee person specification

This position requires the following specific skills and experience:

- Knowledge of SORP/charity accounting and tax regulations (VAT, corporation tax) as they affect Charities from both a strategic/governance perspective and at a more technical level.
- Competency (excel skills and accountancy knowledge /skills) to assist the CEO in the production and analysis of quarterly management accounts with robust forecasts in a format that can be readily translated into the format required for the statutory accounts.
- Good communication skills and ability to provide a simple narrative explaining the management accounts to the trustees and what they need to pay attention to.
- Knowledge of the broader regulatory framework affecting charities and specific issues related to Charity law (e.g. fundraising regulations re donations or commercial participation being two examples from the last year).
- Broader legal knowledge and understanding (employment, commercial, data protection, IP etc.) to for example critically review/negotiate contracts, manage staff/contractors and/or explore mergers/alliances etc.

GENERAL REQUIREMENTS INCLUDE:

- Commitment to the organisation and passionate about its cause of 'optimal respiratory health for all'.
- Experienced at working on committees, the running of organisations and able to operate at a strategic level.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- 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: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

CONDUCT & BEHAVIOR

Trustees are appointed in accordance with the PCRS articles of association. Trustees are expected to:

- Abide by the PCRS code of conduct and all relevant PCRS policies & procedures (including declaration of conflicts of interest).
- Provide advance notice and an explanation to the PCRS office (via info@pcrs-uk.org) if they are unable to attend a board meeting (dates for board meetings are confirmed 12 months in advance). The PCRS office will ensure the Chair of Trustees is informed.
- Respond to requests for information, input or decisions from PCRS staff/contractors by the stated deadline or within 2 weeks of the request being issued.
- Notify the PCRS office (via info@pcrs-uk.org) of any extended absence over two weeks.

Trustees undergo a thorough induction upon appointment and are expected to remain alert to, and aware of, their duties and responsibilities.

TIME COMMITMENT

Trustees meet 2-3 times per year. At least one meeting is usually held in London (although for now all meetings are virtual due to the COVID-19 pandemic. Meetings are usually held during the day.

Trustees are unremunerated; however reasonable travel expenses can be claimed.

Information on the current Board of Trustees can be found [here](#).

Please read our [Articles of Association](#) and the [Code of Conduct for Trustees](#)

For more information or to arrange an appointment to discuss the role informally please contact the Kim Esslemont via email: kim@pcrs-uk.org or telephone 01675 477606.

To apply please send a CV and covering letter explaining why you would be suitable for the role to the CEO at lynn.ladbrook@pcrs-uk.org.uk by 5pm on 11th January 2021.

Reviewed and Approved by the Trustees – November 2020