Oxfordshire Youth

Finance Trustee

Role Description

Time Commitment:	Four Board meetings per year, and four meetings of the Finance and Audit Sub-Committee per year
Term:	Trustees are appointed for three-year terms for a maximum of three consecutive terms. The aim is that appointed Trustees are able to commit to at least one term
Remuneration:	None, voluntary position. Expenses for travel may be claimed.
Location:	Oxfordshire and online
Reporting:	To the Chair of Trustees
Reference Documents:	Charity Commission Essential Trustee Guide Charity Governance Code Charity Commission Guidance

Applications and interviews will be reviewed as and when they are received

If you would like an informal discussion about the role please email the below address, or to apply, please send a copy of your CV accompanied by a covering letter to recruitment@oxfordshireyouth.org
alternatively, visit https://oxfordshireyouth.org for more information.

Oxfordshire Youth

Oxfordshire Youth is a boundary-breaking youth development charity, passionate about creating a future for and with young people that gives them the best possible opportunity to realise their potential. Oxfordshire Youth supports the youth sector across the county, working with grassroots leaders; it delivers innovative youth leadership programmes; and it provides a transformational supported accommodation service for young people. In everything it does, OY aims to meet the needs and aspirations of young people. All the charity's work is grounded in best practice safeguarding and youth work principles and practice.

1. Charity Trustees

The Charities Act 1993 defined charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. The trustee board at Oxfordshire Youth usually comprises up to twelve trustees, although there is no formal limit on the number of trustees, including the following roles:

- the Chair of the Board of Trustees
- the Deputy Chair and CEO Line-Manager
- the Treasurer and Chair of the Finance and Audit Sub-Committee
- the Safeguarding Lead
- the Chair of the Programmes, Safeguarding and Impact Sub-Committee
- the People and Culture Lead and Chair of the People and Governance Sub-Committee
- Other roles and specialisms related to business skills, sector knowledge and lived experience

2. The Role of the Board

At its most fundamental the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of Oxfordshire Youth. The trustee board must always act in the best interests of Oxfordshire Youth, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. Trustees are ultimately and legally responsible for everything Oxfordshire Youth does. Trustees fulfil this responsibility by agreeing the strategy, agreeing organisational policies and implementing appropriate monitoring and control mechanisms to ensure and evidence compliance. Trustees appoint the CEO and, on recommendation by the CEO, appoint the Senior Leadership Team to manage all operational matters and the operational team in line with the approved strategy, policies and control mechanisms.

3. Duties of a Trustee

The statutory duties of a trustee are:

- Ensure that Oxfordshire Youth complies with its Articles of Association, charity law, and any other relevant legislation or regulations
- Ensure that Oxfordshire Youth pursues its objects as defined in its Articles of Association
- Ensure Oxfordshire Youth applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- Contribute actively to the board of trustees by giving firm strategic direction to Oxfordshire Youth, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of Oxfordshire Youth
- Ensure the effective and efficient administration of the organization
- Ensure the financial stability of Oxfordshire Youth
- Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- Appoint the Chief Executive Officer and monitor performance

In addition to the statutory duties listed above, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, asking difficult questions and providing advice and guidance on new initiatives. Trustees must ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these.

4. Time Commitment

Trustees are expected to attend an induction session at Oxfordshire Youth prior to their first board meeting. Trustees are expected to attend the four annual board meetings which last approximately three hours (typically 6-9pm). Papers, proposals and reports are distributed one week in advance of meetings. Trustees may be asked to join a sub-committee or working group each with their own terms of reference and minimum time commitments. There is also an annual strategic planning board away-day or residential held each year.

5. Finance Trustee Role Purpose

To provide financial expertise, strategic oversight and supportive guidance to the Board and executive team, helping to ensure the organisation remains financially sustainable, well-governed and able to deliver its strategic objectives.

Role Responsibilities

- Attend quarterly Board meetings and participate in, or chair, Finance and Audit Sub-committee meetings, contributing to financial oversight and reporting to the Board.
- Work collaboratively with the CEO, Head of Finance and fellow Trustees to support the organisation's long-term financial sustainability and strategic financial planning.

- Support Trustees in understanding financial information and the implications of key decisions, providing financial insight, advice and constructive challenge.
- Review and scrutinise budgets, financial plans, business cases and investment proposals, including recommending the annual budget and statutory accounts for Board approval.
- Provide oversight of financial policies, procedures, controls and reporting, ensuring good governance, compliance and effective management of financial risk.
- Monitor the organisation's financial position and risks, supporting the development of appropriate mitigation measures and long-term financial resilience.

6. Trustee Role Boundaries

Trustees in a decision-making capacity:

- As a board of trustees
- As a sub-committee
- Chair - delegated authority by the board to make decisions between board meetings where necessary
- CEO Line Manager - delegated authority by the board to make decisions between board meetings where necessary

Trustee roles outside of the above decision-making capacity:

Advisory role (i.e. offering advice in an area of expertise). In this capacity the Trustee is acting as Trustee but, as noted above, does not have decision-making capacity in their own right.

Volunteer role (i.e. participating in an operational working group). Here the Trustee is subject to the decision-making of the operational team-member who is in a position of authority. As a volunteer the Trustee is at liberty to withdraw.

Observer role (i.e. attending an OY workshop for young people or observing OY work). In this capacity they are acting as a Trustee but have no role beyond observing or information gathering for the purposes of strengthening their own understanding and / or board-level decision-making.

Champion role (i.e. spreading the message about the work of OY). In this capacity they are acting as a Trustee, helping to build the profile of the work of OY, with no decision making, but with the view of creating a positive image and sign-posting people to OY.

7. Who we are looking for

As Treasurer or Finance Trustee you will have experience in a number of these areas:

- Experience as a finance professional with a good understanding of business and financial planning, and financial management
- A good knowledge and experience in fundraising and finance practice relevant to voluntary and community organisations (this is not essential)
- Good financial analysis skills

- Experience in advising others on financial matters, and being prepared to ask good questions that enable the board to have solid insight into the organisation's financial picture
- An ability to have strategic financial oversight without stepping on the toes of the finance executive - the Head of Finance
- Experience of business development and of scaling projects and and ideas for future growth

Each trustee should have:

- A commitment to the mission of Oxfordshire Youth
- A willingness to meet the minimum time requirement
- Strategic and forward-looking vision in relation to the charity's objects and aims Independent judgement, political impartiality, an ability to think creatively and a willingness to speak their mind
- Good communication and interpersonal skills including a willingness to use tact and diplomacy to challenge and constructively criticize
- Integrity
- An understanding of the legal duties, responsibilities and liabilities of trusteeship (although further training will be provided)

Oxfordshire Youth (OY) recruits outstanding talent to ensure we provide outstanding programme services to the young people of Oxfordshire and the organisations who serve them. We are committed to creating a team of people that make diversity and inclusion the norm. Oxfordshire Youth are actively seeking to recruit candidates from Global Majority backgrounds, and from candidates who may consider themselves to have lived experiences in the areas in which they work.

Oxfordshire Youth offers Trustees robust training to support them to succeed in their role and to broaden their knowledge on the youth sector, and other relevant issues.