

# SENTENCING ACADEMY

## Finance and Accounting Trustee Role Description

Role	Trustee, Finance and Accounting
Responsible to	Chair of Trustees
Start date	As soon as possible
Term	Three years, renewable for two further terms, to a maximum of 9 years' service in total.
Location	London and online.
Time commitment	<p>The Board meets three to four times a year in London for approximately 1.5 hour(s). Face-to-face attendance is preferred, but occasional online attendance is possible.</p> <p>Additional attendance of up to two days per year may also be required for such purposes as strategic planning and development.</p> <p>Ad hoc and occasional further engagement may be requested to participate in working groups and/or to provide support to the senior leadership team. This may include assisting the Academy in complying with the requirements of the Charity Commission.</p>
Remuneration	<p>Unpaid.</p> <p>The role is voluntary and not remunerated. However, reasonable travel and other agreed expenses will be reimbursed in accordance with <a href="#">Charity Commission guidance</a>.</p>

### Specific responsibilities applicable to the role of Finance and Accounting Trustee

- To monitor and report on the financial status of the Academy, working closely with the Chair of the Board and the Co-Executive Director with responsibility for Operations.
- To oversee the production of necessary financial reports/returns, accounts, risk assessments and audits for statutory and funder reporting purposes, acting in liaison with the Academy's finance and senior leadership teams.
- To ensure that all Trustees are aware of their financial obligations and to take a lead in interpreting financial data for them.
- To oversee regular reports on the financial position of the Academy at Board meetings to be produced by the Academy's finance team.
- To oversee the production of the annual budget and to propose its adoption at the last meeting of the previous financial year.

- To oversee the Academy's Finance Procedure Manual, ensure proper records are kept and that effective and up-to-date financial procedures and controls are in place.
- To appraise the financial viability of plans, proposals and feasibility studies.
- To take the lead on appointing and liaising with auditors/an independent examiner.
- To collaborate with the Chair of Trustees on updates to the Business Plan.
- To oversee and advise on the selection and use of the Academy's bank accounts and management of reserves.

### **General responsibilities applicable to all Trustees**

- To ensure that the organisation complies with its articles of association.
- To support and provide advice on the Sentencing Academy's purpose, vision, goals and activities.
- To approve operational strategies and policies, and to monitor and evaluate their implementation.
- To oversee financial plans and budgets, and to monitor and evaluate progress ensuring financial stability.
- To ensure the effective and efficient administration of the organisation and that resources are exclusively utilised in pursuit of its objectives.
- To ensure that key risks are being identified, monitored and controlled effectively.
- To review and approve financial statements.
- To provide support and challenge to the senior leadership team in the exercise of their delegated authority and affairs.
- To keep abreast of changes in the operating environment of the Sentencing Academy.
- To contribute to regular reviews of the Academy's governance.
- To attend Board meetings, adequately prepared to contribute to discussions.
- To use independent judgement, acting legally and in good faith, to promote and protect the interests of the organisation, to the exclusion of personal and/or any third party interests.
- To contribute to the broader promotion of the organisation's objects, aims and reputation by applying skills, expertise, knowledge and contacts.
- To sit on recruitment, disciplinary and grievance panels as required.

### **Personal skills and qualities**

#### **Essential**

- Enthusiasm for, and commitment to, the Sentencing Academy's vision and mission.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, and a willingness to act in the best interests of the organisation.
- ACA, ACCA or equivalent professional finance qualification.
- Strong and up-to-date knowledge and experience of charity finance, SORP and other relevant frameworks.
- Knowledge of bookkeeping and financial management processes.
- Strong financial analysis skills.
- Ability to explain financial concepts and analysis clearly to non-specialists.
- Ability to think creatively and strategically, to exercise sound, independent judgement and to work effectively as a Board member.
- Effective communication skills and willingness to participate actively in discussion.

- Ability and willingness to act as an ambassador for the charity.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A strong personal commitment to equity, diversity and inclusion.
- A willingness to devote the necessary time and effort.

**Desirable**

- An active interest in and/or knowledge of sentencing and/or criminal justice.
- Previous experience of charity governance and trusteeship.