

Role Overview

Role	Finance Committee Member
Supported by	CEO, Treasurer, Head of Finance
Location	Centre 404, 404 Camden Road, London N7 OBP
Commitment	On-going
Frequency	To attend the meetings every 6-7 weeks between 4 and 7pm
Estimated total hours	Approx. 4 hours every 6 weeks (meeting time: 2hrs, 1 hr for reading papers). Meetings usually take place from 4pm

About Centre 404:

Centre 404 is a prominent and successful charity founded in 1951 by carers of children with learning disabilities. Our charity offers friendly, reliable and person-centred support to people with learning disabilities and/or autism. We currently operate across 8 London Boroughs. We can offer the right candidate an enjoyable and rewarding experience in return for their time and commitment.

Purpose of the Finance Committee Member role:

The role is to be a member of the organisation's Finance Committee and attend regular meetings. The purpose of the committee is to review the organisation's financial position and activities and offer advice and support on all financial matters of the organisation to the board of trustees.

Essential

- Qualified accountant or significant financial experience with demonstrated commercial awareness and knowledge
- Competent use of IT skills
- Proven ability to communicate and explain financial information to members of the board and other stakeholders
- Analytical and evaluation skills, demonstrating good judgement
- Good communication and leadership skills

Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices
- Dedicated to the organisation's cause and objectives
- A team-oriented approach to problem solving and to management

Expectations of the role:

- Attend committee meetings 8 times a year
- Listen to the issues discussed and differing points of view and provide an unbiased opinion
- Where appropriate carry out tasks and actions as required by the Treasurer or CEO
- Offer impartial advice and comment on the financial activities of the organisation using skills and experience gained in a relevant professional environment

Other expectations:

- To adhere to Centre 404's Confidentiality, Policy and Procedures and Code of Conduct

As a Centre 404 volunteer you will receive:

- A full induction and Volunteer Handbook full of useful information
- Reimbursement of out of pocket expenses relating to your role
- Any identified training required to enable you to perform the role to the best of your ability, which will be arranged by and paid for by Centre 404
- Protection through Centre 404's employee liability insurance policy whilst on the premises or engaged in any work on behalf of Centre 404
- Opportunities to meet other Centre 404 trustees, members and volunteers to share experiences
- Automatic invitation to the Centre 404 Annual General Meeting Summer Garden Party
- Centre 404's quarterly newsletter
- Training and seminars pertaining to your role, funding permitting

Other information:

References and a DBS check are required for this role. The recruitment of all sub-committee roles adhere to Centre 404's equal opportunities policy.

TERMS OF REFERENCE for FINANCE SUB-COMMITTEE

1. Purpose of the Finance Sub-Committee

Financial governance is a responsibility of the Board of Trustees/Directors ('the Board')
The overall purpose of the Finance sub-committee (the 'Committee') is to determine and advise on all matters relating to finance.

2. Aims and Objectives

The Committee will provide guidance and assistance to the Chief Executive officer ('CEO') and the Board.

It is also responsible for advising on financial operations as set out in section 6 covering the functions of the committee

3. Membership and attendance of the Committee

- Members will be elected annually by putting their names forward to the AGM of Centre 404. The membership will normally be between 3 and 10
- It is the responsibility of the Chair/Treasurer in conjunction with the CEO to ensure that members of the committee own the requisite skills, knowledge and experience for the committee to operate effectively
- Those wishing to become members during the year will first be interviewed by the Committee Chair or nominated Trustee and the CEO. They will then be invited to attend a meeting
- Committee members are expected to attend meetings regularly and to contact the Chair or general office in advance if unable to do so. If members fail to attend three or more meetings without explanation, their membership of the Committee may be withdrawn by the Chair
- A quorum is two members
- If less than two members are present business will still take place but any decision will require ratification by the full membership of the committee
- The Head of Finance and Chief Executive Officer will be required to attend all meetings. The Finance manager will provide information to the committee on key financial developments in an agreed format and in response to specific requests for information. The Finance Administrator will provide secretarial servicing for the Committee
- Other staff such as heads of service will be required to attend for detailed reports on operations against the annual budget

4. Meeting arrangements and frequency

- Meetings will normally take place at 6 weekly intervals, approximately two weeks prior to the Executive meetings and will normally last no longer than 2 hours
- Dates will be set for the year in advance and the times of the meetings will be arranged to suit the majority of members

- Members wishing to place items on the agenda should contact the Chair or CEO at least one week in advance of the meeting
- Agenda and minutes of previous meetings will normally be sent on the Thursday before the scheduled meeting
- At the discretion of the Chair, if there are matters that need to be resolved before the next meeting, members may be contacted by telephone or e mail
- Committee members will be required to adhere to Centre 404's confidentiality policy. It is the responsibility of the Chair to identify matters that fall within the terms of this policy

5. Accountability, Authority and Reporting

The Committee will be a sub-committee of the Board and will be accountable to the Board. The Committee is authorised by the Board to carry out any activity within these Terms of Reference. The Committee will report progress to the Board on a regular basis.

6. Functions of the Committee:

- Consider and advise the board on all aspects including risk of the organisations' finances, financial policies and controls and review these periodically.
- Give consideration to, and recommend to, the Board the annual budget
- Review the monthly management accounts and recommend where appropriate any in year budget adjustments
- Monitor the cash flow position and ensure action is taken to keep this at an acceptable level
- Review the annual financial statements and recommend them to the board for approval
- Review the financial risks of the organisation monitor internal controls
- To receive and review audit reports and agree on the resulting management letter and ensure that the management letter recommendations are implemented
- Periodically review the arrangements for insurance
- Periodically review the organisations borrowing and treasury management controls and policies
- Monitor the planning, implementation and progress against plan of any major approved capital expenditure projects
- Periodically review the financial procedures and policies of the organisation including its financial reserves policy
- Review reports from all services and main areas of activities on progress against budget
- Undertaking any tasks delegated by the Board that are within the committees terms of reference
- To record the matters discussed at each meeting and any actions agreed and to provide the Board with a written record of each meeting

7. Chair

- The Chair of the finance subcommittee will normally be the Treasurer
- The Chair is responsible for ensuring that the sub-committee acts within these terms of reference and for maintaining contact with sub-committee members.
- Where the Chair is a member of Centre 404's Executive Committee, he or she will report matters arising from the sub-committee. Where the Chair is not a member of the Executive Committee he or she (or a nominee) will be invited to attend Executive Committee meetings as an observer and to report on the sub-committee meetings.
- If the chair is not present at the meeting, the members will elect a chair for the meeting amongst those present