



Leading the way
for charity finance

Appointed trustees Recruitment pack

Summer 2024



Good to meet you!

Firstly, a few words about us...

At Charity Finance Group (CFG), our vision is to inspire a financially confident, dynamic and trustworthy sector. Everything we do is led by our goal to enable charities to deliver more impact to their causes.

It's our mission to put finance at the heart of for-purpose organisations, making each organisation's money work harder and achieve the maximum positive outcome for their beneficiaries. Our members include more than 1,400 charities, social change and public benefit organisations. Between them, they manage more than one third of the charity sector's total income.

Through improving their financial management, governance and leadership, we help them to deliver their charitable objectives from all the resources available to them. Read on to find out how being a CFG trustee can help us meet our charitable objectives and grow our impact...



Meet the CFG Team

Together, we make great things happen

Our team is small but perfectly formed! We celebrate our diversity and knowledge and bring many different skills and experiences to the table, wherever that's located.

We do this with a sense of humour and in a friendly, supportive environment, whether from home, a remote desk space nearby (we will help find one if needed) or from our serviced office in London.

Wherever we are, we make great things happen together!

CFG staff team, June 2023



Valuing diversity

A sense of belonging and inclusion

The research is clear: ambitious goals are solved better by diverse teams. People with different backgrounds and experiences bring new perspectives to the team.

When recruiting, CFG focuses on reaching a diverse group of candidates. We hire people by assessing how their skills fit the role, how their values and experiences add to our team's diversity and what energy they bring to the organisation. This strengthens our team to be truly representative of all groups within society.

Belonging is an important aspect of diversity and inclusion. We want every member of our team to feel accepted and understood at CFG – to fundamentally feel each of us can bring as much of our authentic selves to work as we choose.

We invest in our team and their wellbeing and we have a zero-tolerance approach to any kind of discrimination.

We're always open to constructive feedback, so please do bring things to our attention, so we can improve what we do and how we do it.



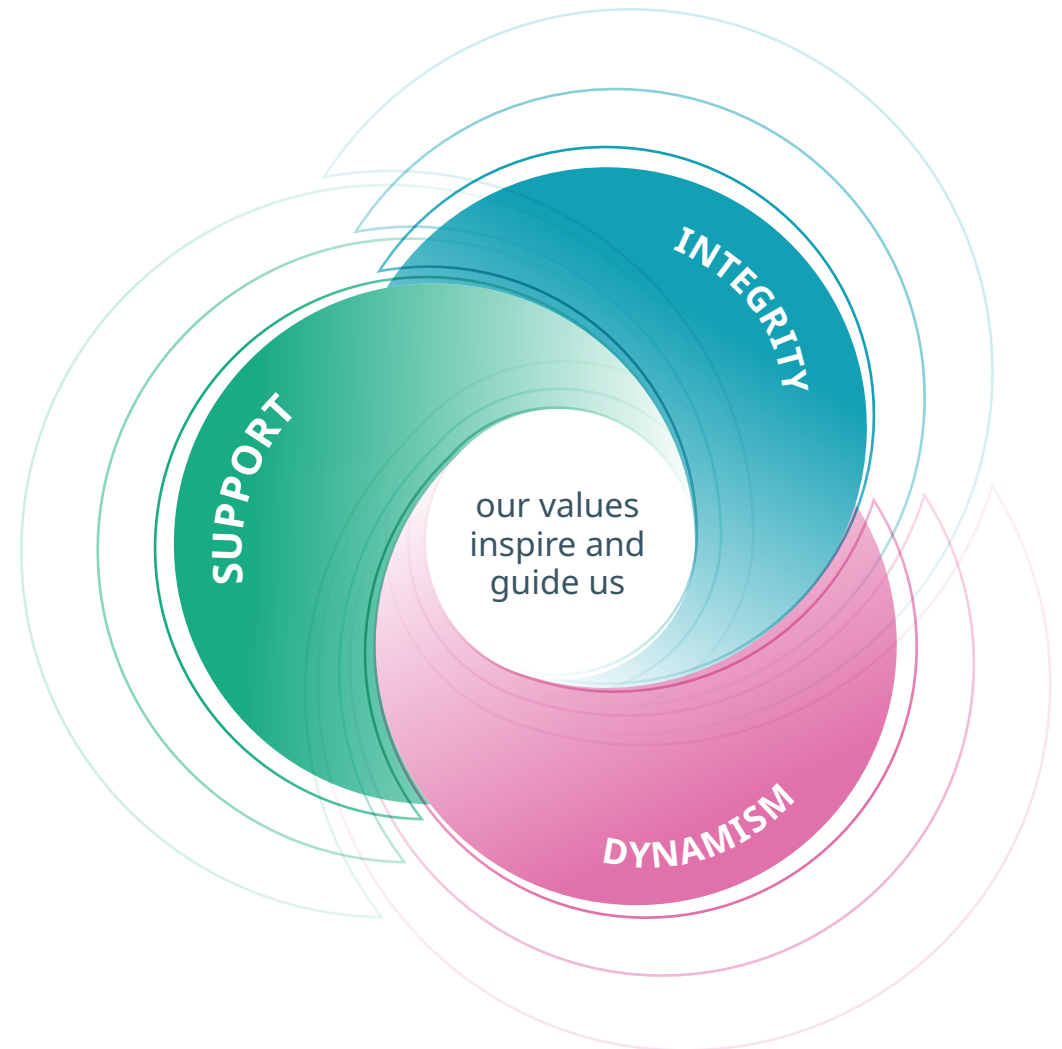
CFG's values

At CFG, we put our shared values at the heart of all that we do. Integrity. Support. Dynamism.

We strive to create and protect a trusting and collaborative environment where people can experiment, learn and flourish.

We all have the responsibility of ensuring our behaviours and relationships reflect these values on a day-to-day basis and for holding ourselves and each other accountable when they do not.

When we get this right, we achieve brilliant results together, making CFG a truly inspiring and enjoyable place to work for everyone.



Who we're looking for...

We are looking to appoint two new trustees to our Board of Trustees. As an appointed trustee, you will also have the opportunity to become an office holder as the Board will be looking to elect to a new posts, including to the role of Chair, in the near future.

We invite any eligible person interested to apply for the role. The trustees we appoint do not necessarily have to have a finance or charity sector background in order to apply.

We are looking for an understanding of the charity sector and finance, but you may have gleaned this in an unrelated professional field or role. We value diversity and believe everyone has a valuable contribution to make. The skills below are therefore desirable only.

Please note: if you are a CFG charity member and would like to be considered for the role of CFG trustee, [please contact us](#) regarding our trustee election process. Unfortunately, corporate partners are not eligible to stand as trustees.

Background and experience

- you have experience leading a charity, public sector or other public interest body, or
- you have experience of supporting charities as a consultant or trainer, or
- you have experience of emerging issues for the sector, such as ESG, AI, digital delivery of services, or
- you have experience in human resources and/or culture.

The ideal person is able to

- communicate clearly and take an active role in discussions;
- challenge sensitively and constructively;
- engage and influence others;
- stay focused on CFG's vision and mission;
- maintain a level head in difficult situations.

Skills and understanding

- ambitious for CFG's position as a leading voice in charity finance.
- open-minded and happy to listen, challenge (exec and fellow board members) and offer opinions.

Who we're looking for...

	Essential	Desirable
Personal attributes	<ul style="list-style-type: none">• Values – integrity, openness, diplomacy, understanding, tact.• ability to seek a common approach to find consensus.• A diplomat who is not frightened to challenge the status quo and explore strategy and approach.	<ul style="list-style-type: none">• An inspirational leader.• Interest in becoming a future officeholder (Chair, Deputy Chair or Chair of the Finance and Audit Committee).
Time commitment	<ul style="list-style-type: none">• Ability to make sufficient time available to discharge duties (four half days and one full day per year).• Analysing and understanding management papers prior to meetings.• Able to commit to a term of three years and perform well throughout.	<ul style="list-style-type: none">• Willingness to input additional time to support CFG staff as required.• Trustees are encouraged to chair and speak for CFG as part of our events programme.
Knowledge/ other	<ul style="list-style-type: none">• Knowledge and experience of the charity sector.• Passion for and commitment to the sector and for the vision that CFG is working to achieve.	

1. Duties and responsibilities

Ensuring that the Board fulfils its responsibilities in a cost effective manner to:

- agree appropriate strategy and policy objectives in accordance with CFG's purposes;
- monitor progress in implementing the strategy by reviewing performance against plan;
- ensure that objectives are achieved and risk is managed appropriately;
- ensure that appropriate arrangements are in place to support, monitor and review the effectiveness of the work of the Board, the Chief Executive, other staff, and volunteers;
- maintain an overview of the work of the Finance and Audit Committee, and other sub-committees as appropriate, to ensure that CFG's finances and property are prudently and systematically managed; and
- ensure that the charity complies with its governing document, charity law, company law, and any other relevant legislation or regulations.



2. Duties and responsibilities

Contributing directly to the achievement of CFG's objectives to:

- utilise personal skills, experience and attributes to lead/contribute directly to CFG's work, taking responsibility for delivery of strategic goals in agreed areas;
- attend Board meetings and to chair at least two regional or London members meetings per year and to be a member of at least one sub-committee or group;
- contribute to sub-groups and support staff, members, trustees in areas of personal skill and experience;
- use specific knowledge or experience to help the Board reach sound decisions. This will include scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance in areas of CFG's work in which the trustee has special expertise.



3. Duties and responsibilities

Maintaining and developing CFG's reputation and influence to:

- serve as an additional spokesperson for the charity where appropriate;
- help to promote CFG to a wider audience of potential supporters and members/beneficiaries;
- bring to the attention of CFG members any activities or events which impact the role of charity finance executives by whatever means is appropriate;
- raise the profile and influence of CFG with relevant decision-makers/ opinion-formers; and
- abide by the Code of Practice for Trustees of CFG.



Trustee compliance and duties

Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.

1. Trustees have, and must accept, ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Compliance – trustees must:

2. Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.

3. Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

4. Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.

5. Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence – trustees must:

6. Ensure that the charity is and will remain solvent.

7. Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.

8. Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.

9. Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

Duty of care – trustees must:

10. Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.

11. Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

For more detailed guidance on the information below, please see the Charity Commission's guide: [The essential Trustee: what you need to know.](#)

A note about eligibility

Some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011.

This includes anyone:

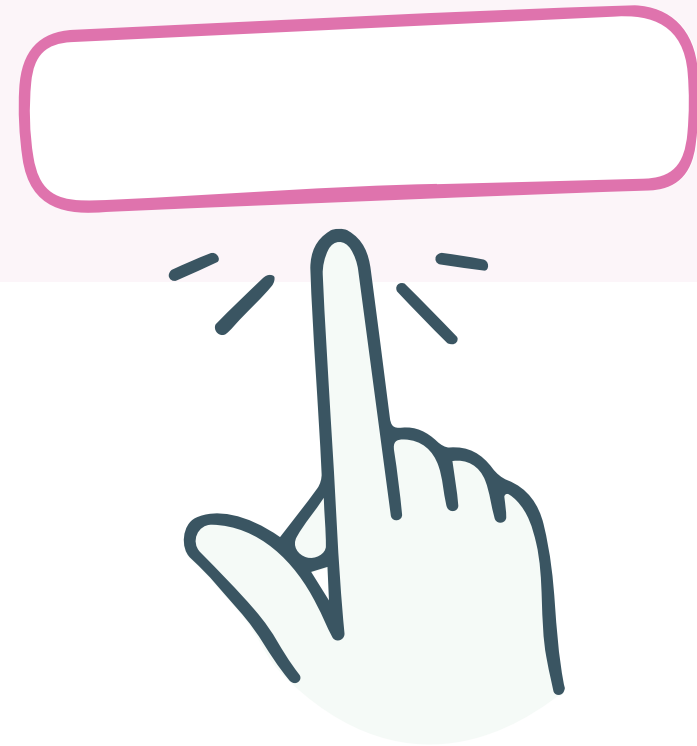
- who has an unspent conviction for an offence involving deception or dishonesty;
 - who is an undischarged bankrupt;
 - who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement;
 - under a disqualification order under the Company Directors Disqualification Act 1986;
 - who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register;
- under the age of 18 years old.

Please see CFG's eligibility criteria on page 6 and turn to page 11 for more on trustee compliance and duties.



Don't delay! Apply today

If you would like to apply for the role of CFG trustee, please head to our recruitment page and follow the instructions: <https://www.charityjob.co.uk/recruiter/charity-finance-group/20402>



Recruitment timeline 2024

3 July:	Applications invited
Midday, 29 July:	Application deadline
1 August-6 September:	Interviews (two rounds)
Early October 2024:	Appointments confirmed

Thank you

We value your time and interest

Finally, thank you for your time and interest. We will be in touch in the near future.

In the meantime, please head to [our website](#) to find out more about CFG.

We wish you the best of luck!

