

# Freelance Committee Clerk

Finance Committee — We Belong

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| <b>Role Type</b>         | Freelance / Self-Employed                                   |
| <b>Time Commitment</b>   | Approx. 2 hours per quarter (plus preparation time)         |
| <b>Fee</b>               | £300 per quarter  |
| <b>Meetings per Year</b> | 4 meetings per year (in advance of each full Board meeting) |
| <b>Reports To</b>        | Committee Chair (Treasurer) and CEO                         |

## About the Role

We are seeking an experienced freelance Committee Clerk to support the administration and governance of our Finance Committee. This is a light-touch but important role, providing professional clerking support to ensure our committee meetings are well-structured, properly documented, and compliant with good governance practice.

The Finance Committee meets four times per year and comprises five members: the Treasurer (Chair), the CEO, and three trustees. The clerk plays a vital behind-the-scenes role in keeping meetings running smoothly.

## Key Responsibilities

- Coordinate meeting dates, send invitations, and manage attendance ahead of each quarterly meeting
- Prepare and circulate agendas in collaboration with the Chair and CEO (at least two weeks before each meeting)
- Confirm quorum and ensure all supporting papers are distributed no later than five working days before the meeting
- Attend all Finance Committee meetings and take accurate, concise minutes capturing key discussion points, decisions made, and action points with owners and deadlines
- Circulate draft minutes to the Chair within one week of each meeting and finalise following review
- Maintain a live log of action points and follow up with relevant staff ahead of the next meeting
- Maintain a secure archive of all meeting documents and decisions for audit and continuity purposes

## Person Specification

### Essential

- Proven experience clerking for a Board, committee, or similar governance body (charity, housing association, NHS, local government, or equivalent)

- Excellent minute-taking skills — able to capture decisions and actions accurately and concisely
- Strong organisational skills with the ability to manage multiple deadlines
- Comfortable handling confidential and sensitive information with discretion
- Able to work independently and proactively with minimal supervision
- Proficient in Microsoft Office (Word, Outlook)

### Desirable

- Familiarity with charity governance frameworks and sector norms
- Experience working with finance-focused committees or boards
- Understanding of committee papers such as management accounts, budgets, and financial forecasts (financial expertise is not required)

### Terms of Engagement

This is a freelance engagement. The successful candidate will be self-employed and will invoice us on a quarterly basis. A short services agreement will be provided covering scope, fee, confidentiality, and notice period.

### How to Apply.

Please send your CV and a brief cover letter (max one page) outlining your relevant experience to [Info@webelong.org.uk](mailto:Info@webelong.org.uk) by **27/05/2026**. Interviews will take place **w/c 02/06/2026**.

If you have any questions about the role before applying, please do not hesitate to get in touch.