



Voluntary Action North Somerset (VANS)

Finance Trustee

Candidate Briefing Pack 2026

In this candidate briefing pack, you will find further information on Voluntary Action North Somerset's search for a new Finance Trustee, together with details on the application process.

Voluntary Action North Somerset - Registered Charity No: 1065916

Company Limited by Guarantee No: 03466492



Contents

A Few Words from Our Chair.....	3
About Voluntary Action North Somerset (VANS).....	4
Building VANS' Future.....	6
Role Description – Finance Trustee.....	7
How to apply.....	9

Our Vision

VANS is an independent charity based in North Somerset working across the South West and beyond.

At VANS we believe everyone deserves to feel valued and included. As a trusted charity based in the South West, we create opportunities that empower individuals and strengthen communities. By connecting people, supporting organisations, and collaborating with partners, we build a more inclusive and thriving North Somerset. In the past year alone, we've supported over 3,700 residents and 259 community organisations delivering 24 impactful projects alongside 11 key partners.

A Few Words from Our Chair

Voluntary Action North Somerset (VANS) is a trusted independent charity and for over 28 years has served communities across the South West and beyond. I am proud of its many achievements and excited by our plans for the future.

Our mission is to make a real difference, to champion voluntary and community organisations and take action to meet community needs. By connecting people, supporting organisations and collaborating with partners, we have built more inclusive and thriving communities. Our activities build on our successes and embrace new opportunities for greater impact across our area.

We ensure our sector is effectively represented at strategic discussions with commissioners, statutory providers and other sector leaders. With this collective voice we influence key decision-makers, co-produce strategies, promote social justice and create better outcomes.

VANS has ambitious plans for the coming years and is seeking a Finance Trustee with strong financial, general management and charity accounting experience. Our aim is to ensure the organisation is resilient, able to optimise funding opportunities, and is financially sound over the longer term.

This is a unique opportunity to be part of an organisation where you will bring a mix of strategic skills, an ability to communicate financial data to non-specialists, and be part of a team to enable the organisation and its communities to flourish.

Delyth Lloyd-Evans

Chair of Trustees

About VANS

VANS is a local infrastructure charity that supports, connects, and strengthens voluntary and community organisations across North Somerset and the South West, helping them to grow, collaborate, and deliver positive impact for local residents. We respond to emerging needs rather than focusing on a single issue and this makes for an exciting and varied Trustee role at the heart of meaningful community change. Our fast-moving, community-focused work means we need a Trustee who brings agile decision-making and enjoys navigating complex environments.

Our Values:

We are driven by our role in supporting individuals, groups, and communities to grow stronger and come together. The values that guide us in this role are collaboration, inclusivity, innovation, resilience, and empowering individuals to realise their potential and make a difference in their own lives and the lives of others.

Our Mission and Objectives:

We aim to make a real difference by championing voluntary and community organisations, and taking action to meet community needs, through:

- **Capacity Building:** nurturing, strengthening and developing voluntary and community organisations, enabling them to build strong, resilient communities;
- **Voluntary and Community Action:** identifying unmet community needs and taking action to address them;
- **Leadership and Advocacy:** developing leadership in, and championing, voluntary and community organisations, empowering them to thrive;
- **Volunteering:** promoting volunteering and community involvement to drive change;
- **Partnership and Collaboration:** fostering meaningful connections between charities, voluntary and community organisations, government agencies, business and other groups, providing a bridge to better outcomes.



Our Board of Trustees with CEO Mandy Gardner

Some Examples of Activities

Improving Ageing: producing the State of Ageing Report for North Somerset. Led to securing £830,000 additional funding to support older people over five years.

Children & Young People: setting up the Children and Young People's Forum for voluntary and community organisations to meet and share good practice.

Community Directory: working with North Somerset Council and local voluntary and community sector organisations to gather information for the online directory. A great resource for everyone to access and find out what is happening in their area.

Volunteer Impact: 370 volunteers registered on our online volunteer centre, leading to 161 opportunities for voluntary and community groups advertised across 218 organisations.

Building VANS' Future

Building on our mission and objectives, we envisioned what we wanted VANS to look like in 3-5 years' time, and have set ourselves four strategic goals:

Identity and Purpose

Be recognised as a leader in promoting voluntary and community organisations and by taking action that makes a positive impact in our communities.

Achieving Growth

Deepen and broaden VANS' impact by developing Centres of Excellence that meet current and emerging needs, and offer long-term, diversified income streams.

Effective Organisation

Be a well-run, effective and efficient organisation, that gets things done.

Finance and Sustainability

Make sure the organisation is resilient, able to optimise funding opportunities, and is financially sound over the longer term.

These goals have been translated into action through a number of strategic priorities. As a continuation of our journey, we are now seeking a Finance Trustee to join the Board of Trustees, the Chief Executive and our team, as we continue Building VANS' Future.



'The Big Tea'

The end of year 1 project celebration for Improving Ageing in North Somerset

Role Description – Finance Trustee

The Finance Trustee provides leadership, expertise and experience in ensuring strategic oversight of the charity's financial health, robust financial management and control, financial sustainability, compliance, and strategic financial direction. As the Lead Finance Trustee, you will be expected to have the experience and expertise to Chair the Finance Committee.

As a Trustee, you will share in the Board of Trustees' collective responsibility for the governance of the charity.

Key Responsibilities

- **Financial Management & Control:** the Finance Committee (the Committee) ensures financial reports for the Board are prepared accurately and on a timely basis, to inform and assure the Board and enhance decision-making. It also monitors the charity's financial position, including reviewing management accounts, annual statutory accounts, cash management and reserves.

The Committee, reporting to the Board, currently comprising a trustee chair, a second trustee, the Chief Executive, an Associate Advisor (Finance), and a Financial Consultant. They are supported by a specialist book-keeping firm. Successful candidates will demonstrate the leadership qualities to become the Chair of the Committee.

- **Strategic Oversight & Sustainability:** the Committee works closely with the CEO in budget setting, forecasting and developing long-term financial plans.
- **Compliance & Governance:** the Committee ensures compliance with the Companies Act and charity SORP (Statement of Recommended Practice), and timely completion of the annual statutory accounts. It also recommends the appointment of, and monitoring the performance of, the Independent Examiner (or Auditor).
- **Risk Management:** the Committee ensures financial risks are identified, monitored and controlled.
- **Asset Management:** the Committee ensures financial resources are used effectively to achieve charitable objectives.

Experience Knowledge and Skills Required

- A recognised accountancy qualification and strong financial and general management experience.
- Experience in charity accounting, including knowledge of charity finance regulations and SORP.
- Ability to analyse financial data and explain it clearly to non-specialists. Maintaining an understanding of VANS' strategic objectives and how finance contributes to these objectives.
- As a member of the Board of Trustees, shares collective responsibility for the governance of the charity, making sure that VANS meets its objectives, which are set out in our governing document. Trustees ensure we have a strategy and that our assets and resources are only used for charitable purposes in line with the governing document. Trustees make sure that we adhere to relevant laws, particularly the Charities and Companies Acts.

Personal and Leadership Qualities Required

- Shows genuine interest and commitment to the mission and vision of VANS.
- Is confident, resilient and determined and able to engage constructively with Trustees, the Chair and the Chief Executive, VANS' team members, and relevant professionals/contractors/consultants.
- Excellent communication and team-working skills, able to make finance accessible and build confidence across teams.
- Demonstrates high levels of personal integrity, objectivity, honesty and confidentiality, and commitment to VANS' values.
- Committed to equality, diversity and inclusion.

Time Commitment and Availability

- Approximately 1–2 days per month. Currently, 4 Board meetings and 2 Development Days per annum, 4 Finance Committee meetings, plus occasional ad-hoc meetings, preparation and support around budgeting, annual accounts and financial planning.

- Flexibility to attend evening or weekend events.

Term & Remuneration

- The term of office is for 3 years renewable, by re-election, for a maximum of two terms.
- This is a voluntary, unremunerated role. VANS will reimburse its trustees for reasonable expenses incurred in carrying out their duties.

Find Out More

If you would like to find out more before you apply, you can view the following information:

- [2024 – 2025 Impact Report](#)
- [2025 Annual Accounts](#)
- [VANS Website](#)

We can also arrange for you to speak to our CEO and current Chair of the Finance Committee.

How to Apply

- . **Firstly**, please follow this link to complete our [Equity, Diversity and Inclusion form](#). Whilst this isn't compulsory, we are incredibly passionate and committed to inclusivity and accessibility for all and the information you supply will help us to support our charity partners (in this case, VANS) to work towards greater equity and inclusion in their teams.
- . **Secondly**, send a copy of your CV and a 1-2 page cover letter outlining your 'why'.
 - Why are you interested in this opportunity, at this moment?
 - Why do you think you'll add value as a Finance Trustee, taking the role profile into consideration?
- . **Finally**, confirm the following details:
 - Post code
 - Preferred pronouns (optional)
 - Any adjustments we could make to the process to enable to you feel at your most confident

Applications should be submitted directly to [Amelia Lee at Charity People](#): amelia@charitypeople.co.uk

Deadline: We are currently finalising a timeline, but understand availability will need to be flexible to respond to the holiday period.

There will be an opportunity to meet with the CEO, Vice Chair and/or the Recruitment Committee online in a relaxed and informal setting. We recognise that appointing the right candidate is about ensuring mutual understanding of the role, the organisation and ways of working, so we're happy to facilitate early conversations to help both parties determine whether there is a good fit.

Really looking forward to hearing back from you.