

Honorary Treasurer

Our trustees are the people that have overall oversight of the charity. They are not involved in running the charity on a day-to-day basis as we have a team of staff and volunteers that do this. However, our Board of Trustees collectively makes decisions about the approach that Foothold will take and its future direction. They make sure that, as an organisation, we have the policies and procedures we need to ensure we're complying with our legal obligations. They provide support, ideas and constructive challenge to our staff team to test our thinking and help Foothold to achieve the best it can for our service users and demonstrate the difference that we make.

The Charity Commission describes the role of trustees as follows:

"Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. They may be known by other titles, such as: directors; board members; governors; committee members. Whatever they are called, trustees are the people who lead the charity and decide how it is run."

Role description

As a member of the Board of Trustees and Chair of the Finance, Audit and Risk Committee, the Trustee will have the expertise to ensure the strategic oversight of Foothold's finances and to support appropriate decisions and good governance by the Board. This includes:

- overseeing and presenting budgets, management accounts and annual financial statements;
- providing advice and information to the Trustees on their financial responsibilities;
- leading in the Board's duty to ensure that proper accounting records are kept and financial resources are properly managed, controlled and invested, in line with good governance, legal and regulatory requirements;
- acting as the link between the Trustees and the management on financial matters;
- keeping under review the effectiveness of all internal control systems, including financial operational and compliance controls;
- liaising through the Finance, Audit and Risk Committee with staff, including CEO and Head of Business and Volunteering and with Foothold's accountants and independent auditor.

Main responsibilities of all Trustees are:

- to abide by the Trustees' Code of Conduct and to declare as appropriate their business interests;
- to set and maintain strategy, vision, mission and values;
- to ensure that Foothold always complies with its governing documents, charity law, company law and any other relevant legislation and regulatory requirements;
- to ensure that Foothold pursues its objects as defined in its governing documents;
- to maintain proper financial control and ensure that Foothold applies its resources exclusively in pursuance of its objects.
- to develop strategy and provide strategic leadership, setting overall policy, defining goals and setting targets, as well as evaluating performance against agreed targets;
- to ensure accountability;
- to support the operational management of the organisation;
- to agree the content and implementation of mandatory internal policies, including equality and diversity, health and safety policies and grievance and disciplinary procedures;
- to ensure that risk assessments for all aspects of the business are carried out
- to safeguard the good name and values of Foothold;
- to maintain effective Board performance and ensure the effective and efficient administration of Foothold including funding, insurance and premises;
- to promote Foothold and act in its best interests, never in the interests of yourself or another organisation.

Specific Duties:

- to ensure that an appropriate financial policy framework is in place to guide Foothold's financial decision-making. In particular, financial policies on reserves, investments, cash deposits, credit facilities, risk, financial systems and controls;
- to understand the key assumptions included in the management's financial plans, annual budgets, management accounts and annual financial statements;
- to advise Trustees on major financial issues which arise;
- to meet the external auditor at least once a year (independently from the CEO, where necessary) to discuss the nature and scope of the audit and any matters that auditor may wish to discuss;
- to liaise with and review the performance of the external accountants to ensure they are providing the services required by Foothold and producing the necessary reports needed for both the management and Board to manage the business

- to ensure that a sound system of internal control is maintained to protect Foothold's assets;
- to chair Foothold's Finance, Audit and Risk Committee;
- to provide support and advice to Foothold's CEO;
- to present the annual financial statements at the Local Representative Assembly and the Annual General Meeting each year;
- to act as a counter-signatory on cheques and any applications of funds.

Person specification

Knowledge and experience

- Financial and audit/risk experience (a recognised financial qualification is desirable) and strong knowledge of Statements of Recommended Practice, charity and company law and United Kingdom Generally Accepted Accounting Practice.
- Experience gained as Trustee or Non-Executive Director in a similarly complex service-orientated or influential organisation.
- Outstanding record of professional achievement in their field, with a commensurate personal reputation for excellence, with a focus on strategic finance, audit and risk, planning and performance.
- Strong understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Appreciation of the nature of risk management at Board level.

Skills and abilities

- Have the time and commitment that's needed to carry out their role well and attend Board, Finance, Audit and Risk and other Committee meetings as required.
- Ability to distil complex information and bring a pragmatic approach to its application.
- Highly effective communication and interpersonal skills including the ability to explain finance issues and concepts to other Board members who do not have and audit/finance professional background.
- Ability to galvanise external relationships and build support for Foothold.
- Strong ambassadorial and influencing skills, inspiring trust and confidence quickly.
- Independent, strategic and creative thinker.
- Driven and self-managing, with sharp commercial acumen.
- Collaborative team player.
- Sound judgement and political sense.
- Committed to the values of Foothold, leading by example in upholding these values and demonstrating the utmost integrity.

For more information about being a Trustee go to
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

How to apply

Please submit your application form, CV, and a supporting statement of no more than two pages explaining your interest in this post, and how you meet the points in the person specification, via the vacancy page on our website: [Work with us – Foothold](#)

Informal Conversations: these can be arranged with our CEO Jane Petit by emailing on jane.petit@myfoothold.org.

Closing date: applications should be submitted by **12 midday** on Tuesday 4 November 2025 – we will let shortlisted candidates know by 5 pm on Thursday 13 November 2025

Interviews: will be held on Friday 21st November in person at a central London location.

Reasonable travel and subsistence expenses can be reimbursed.