

Trustee Recruitment Pack 2021

Finance Lead Trustee



For an informal discussion please call Cath Lee, CEO on 0113 235 1331.

To apply, please send your CV, together with a supporting statement detailing how you meet the requirements of the role and what you think you can offer, to Cath Lee, CEO at cath.lee@leedsmencap.org.uk.

Closing date: 3rd December 2021

Please also get in touch if you are interested in becoming a Trustee but are not currently in a position to apply.

Background

Leeds Mencap is a completely independent charity that has come a long way since we opened our doors more than 65 years ago. We support over 400 children and young people with learning disabilities and their family members each year directly and support around 1800 more by providing specialist facilities in our purpose built centre that is used by people from all over Leeds and beyond.

Although we're affiliated with the national Royal Mencap Society, we're an independent and local charity. That means we need to secure all our own funding to continue to offer our valuable services.

At Leeds Mencap, we offer support to the whole family. We aim to support children to have the best start in life. We run a fantastic range of services, clubs and activities for children and young people with a learning disability from age 0 – 18, so we can support them in helping them achieve their dreams and aspirations for the future.

From our specialist nursery playroom for 0 – 4s to our clubs for teenagers, our activities are designed to help children and young people of all abilities to have the opportunity to socialise with their peers, build friendships and have fun in a safe, welcoming environment where they are supported. The Vinery Centre is modern and purpose built with excellent facilities from inclusive outdoor play spaces, a cycle track, trampoline and climbing frame, to sensory room and soft play room. In the summer we get out our very own bouncy castle! The groups and activities help to build confidence as the group members choose and decide what activities they like to do. They get to learn new skills, and trips and activities off site help them to stretch and develop themselves in ways you wouldn't imagine they could.

Young adults aged 18 – 25 are catered for too with a social club that meets on a Friday night. The club members go out frequently, bowling, to eat out, pizza making, whatever they feel like doing. The group supports the development of independence and skills to help with the transition to adult life.

We run a very popular club for the brothers and sisters aged 7 – 14 of those children and young people we support. This club gives them time to themselves and to socialise with others who understand the challenges having a sibling with a learning disability can present.

The Vinery Centre is a fantastic, welcoming space where the learning disability community and our local community come together, to meet, to learn and grow, to play and to support each other. In addition to being an ideal base for Leeds Mencap's services we also run a busy Community Nursery (Jimbo's Community Nursery) and room hire service to generate income. We have a large sensory room and soft play room as well as a range of flexible spaces and meeting rooms that can be hired for formal meetings, training courses, conferences as well as activities as diverse as bingo, church groups or dance. We're proud of the fact the Vinery Centre is completely accessible and has a Changing Places Toilet.

There is a lot going on and we are constantly looking to learn and improve what we do in order to respond to change and ensure people with learning disabilities continue to get the support they need into the future. Covid-19 has had a significant impact on our income, both through external fundraising and the income we generate from The Vinery Centre. Our priority is to regrow our income in order to secure the sustainability of our services for people with learning disabilities over the coming years. In this context we need a Trustee who can act as a lead Trustee in relation to finance. You will bring your financial skills and experience, will work as a team member and can commit and are willing to give time to this important endeavour.

Job Description

Leeds Mencap is a Company Limited by Guarantee and a Registered Charity. It is governed by a Board of Trustees and operates in compliance with the Charity Commission guidance on good governance.

Job Purpose

The Finance Lead Trustee role is vitally important to the charity. While financial matters are the responsibility of all Trustees, it is beneficial if one Trustee who has a background in finance/accounting is able to understand the finances of the charity in more depth and to be able to advise, guide and reassure their colleagues on aspects of the charity's financial management.

In addition to fulfilling the duties of a Trustee, the Finance Lead will maintain an overview of the organisation's financial affairs in line with good practice and in accordance with the governing document and legal requirements. The Finance Lead will ensure that effective and appropriate financial measures, controls and procedures are put in place and report to the Board at regular intervals about the financial health of the organisation.

Duties

- Scrutinise and present budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Make fellow Trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Liaise with and challenge where appropriate the CEO and Finance Manager in relation to the financial activities of the organisation.
- Lead in the development and implementation of financial reserves, cost-management and investment policies
- Chair any finance committee in line with terms of reference, and reporting back to the board of trustees
- Take a lead in appraising the financial implications of plans and proposals.
- Monitor and advise on the financial viability of the charity.
- Ensure proper records are kept and that effective financial procedures and controls are in place, eg. purchasing limits, purchasing systems, salary payments. Act as a counter signatory on important applications to funders
- Lead for the Trustees on the appointment of the auditors.
- Board level liaison with external auditors.

Time Commitment

At Leeds Mencap being a Trustee means more than just attending quarterly meetings. Trustees currently meet once every four weeks and these meetings tend to be held in the evening on Tuesday evenings from 6.30pm – 8.30pm. In addition, the Finance Lead Trustee will be called upon to get involved in the finance and risk sub group which will meet approximately four times a year. All Trustees are expected to be ambassadors for Leeds Mencap and people with learning disabilities. Joint strategy and planning events are held on an annual basis with staff and managers. Meetings are generally held at our offices in East Leeds (The Vinery Centre, LS9 9LU).

Term of Office

Under our Articles of Association, Trustees automatically retire on the fourth anniversary of their term of office, but may be reappointed for up to two further consecutive terms.

Expenses

Trustees may claim out of pocket expenses incurred in carrying out their duty as a Trustee.

Person specification

We would like prospective Trustees to demonstrate the following in their application and during interview:

Experience and knowledge

- Understanding of the challenges that people with learning disabilities face
- Ideally an understanding or experience of working in the voluntary and community sector/not for profit environment
- Ideally experience of having been a member of a group or committee governing a project or organisation.
- Ideally previous experience of being a trustee or managing a charity

Areas of knowledge or experience particularly relevant to the role of Finance Lead:

- Relevant experience in financial management, preferably with a recognised accounting qualification.
- Ability to communicate financial matters to non-financial colleagues so that all Trustees are able to fully understand the organisation's finances, review options and make informed choices.
- Ability to analyse proposals and examine their financial consequences.

Skills and attributes

- Commitment to Leeds Mencap and supporting people with a learning disability, their families and carers.
- Ability to work effectively as a member of a team that makes collective decisions
- A willingness to speak your mind while collaborating with others
- Willingness to devote the necessary time and effort to the job
- The ability to undertake analysis, discussion and decision making at a strategic level
- Sound, independent judgement
- Ability to think creatively
- A willingness to work in uncertain circumstances and be receptive to change
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Other requirements

- Because of the nature of Leeds Mencap's work all Trustees will be subject to a DBS check.
- Any appointment will be subject to the receipt of two satisfactory references.
- Trustees will be expected to declare that they are eligible and willing to act as a Charity Trustee and Company Director and that they comply with the Fit and proper persons test in relation to Leeds Mencap's registration with HMRC as a charity for tax purposes.