

Role: Trustee – Finance and Accounting
Responsible to: Chair of the Trustee Board
Purpose of the role: To ensure that The Joshua Tree operates within the appropriate legal and regulatory requirements including our Memorandum and Articles of Association. To support the Chief Executive, Trustees, and staff in ensuring that The Joshua Tree’s strategic business and financial objectives are developed and achieved so as to provide maximum benefit to the beneficiaries and fulfil the charitable outcomes for which the Joshua Tree was originally set up to do. To help ensure The Joshua Tree remains financially stable and sustainable.
General Responsibilities of our Trustees: Your role as a trustee is about making sure that the framework is in place to ensure there are sufficient resources, both structural and financial to undertake the activities outlined in the annual operating plan. It is not about the day-to-day operational activities but, rather, to make sure that the work can be done. Trustees have ultimate responsibility for directing the affairs of the Charity and ensuring it is solvent and well run.

Trustee Role Profile

Key Areas
1. Legal • Ensure that the charity pursues its objectives as set out in the governing document • Understand the legal responsibilities of the Board of Trustees • Follow and uphold the requirements of the Charity Commission and the principles and best practice of good Governance. • Ensure that the organisation accounts for its activities to its funders, the Charity Commissioners, its beneficiaries and others as required • Work in the interest of the charity, and not for personal gain. • Ensure that the Board of Trustees takes proper professional advice on matters in which it does not have competence. • Declare any conflicts of interest as appropriate
2. Integrity • Always act as a positive ambassador for The Joshua Tree • Demonstrate continual commitment to diversity and equality • Follow The Joshua Tree values at all times • Attend Board meetings and actively contribute and challenge thinking and direction where considered appropriate to do so. • Work with the other members of the board to form an effective governing body for the charity • Stay informed about the activities of the charity and wider issues, which affect its work • Utilise professional expertise, skills and knowledge for the benefit of the charity, it’s staff and ultimately the beneficiaries.

3. Strategic Objectives and direction

- Contribute to The Joshua tree's wider proposition, planning and strategic direction.
- Challenge where appropriate to do so the financial plan, forecasts and budgets
- Consider and challenge subcommittee update and performance reports where appropriate.
- Attend relevant Sub Committee meetings and actively contribute to specific strategic issues
- Identify 'Charity wide' holistic key performance indicators.
- Use good business acumen and sound commercial judgement to constructively question.
- Work jointly with other Trustees

Person Profile:

The below table is a brief overview of the primary skills and personal qualities that The Joshua Tree aims to achieve across its Board of Trustees. It would not be reasonable to expect that each Trustee will have detailed knowledge and can demonstrate all of the key skills and personal attributes as listed below. The aim is to cover these areas across the entire board with each Trustee contributing in their own specialist area whilst at the same time supporting or constructively questioning in order to arrive at the right conclusion.

The Joshua Tree has identified the need to strengthen the Trustee board across the area highlighted in bold and upper case text. We would be particularly interested in receiving applications from anyone who is a Chartered Accountant or has strong experience of finance and accounting with a recognised financial qualification. Finance experience within the charity sector would be advantageous but is not essential.

Personal Qualities	Broader commercial skills and Experience
▪ Good decision-making skills ▪ Sound commercial acumen ▪ Sympathetic to beneficiary needs and the Joshua Tree's purpose ▪ Passionate about making a difference ▪ Real, genuine commitment to The Joshua Tree values and mission ▪ Willing to challenge performance, proposition and strategy ▪ Hungry about continual improvement ▪ Good analytical skills ▪ Taking responsibility ▪ Motivating and committed to personal development ▪ Good communicator at all levels ▪ High levels of integrity ▪ No personal gain	▪ Business planning and strategy ▪ Counselling / family support for beneficiaries ▪ Experience of Diversity and Equality ▪ Commercial Awareness ▪ Human Resources ▪ Training ▪ Risk Management ▪ Change Management ▪ Income Generation (Within the Charity Sector) ▪ Governance ▪ Marketing and PR incl Social Media ▪ FINANCE AND ACCOUNTING

Closing Date for Applications: 12noon on Monday 14th November 2022