

## Finance & Operations Link Trustee Role Description

The Reach Foundation Board of Trustees has legal oversight of the charity, including responsibility for meeting statutory requirements and reporting to Companies House and the Charity Commission of England and Wales. The Board of Trustees also hold collective strategic oversight of the charity, ensuring that ambitious strategic goals are set and worked towards effectively. The Board of Trustees works in collaboration with the CEO and senior team to make decisions on key issues, offering support and challenge as part of this.

The Board is supported by Committees and also individuals who are appointed to 'Link' roles in order to undertake more in-depth challenge and support on areas of the charity's delivery.

Ensuring strong and robust financial and operational delivery, and long-term financial planning, is vital to the success of the charity, and also to discharging the responsibilities of Trustees. The Board of Trustees has appointed a Finance & Operations Link Trustee to hold strategic oversight of this area and to receive assurance that the Board duties are being fulfilled.

The Finance & Operations Link Trustee is asked to undertake the following elements of the role:

- Know and understand the charity's Finance and Operations policies and practices, and receive assurance from the Executive that the charity is delivering in line with relevant obligations and internal financial controls, in particular Charity Commission guidance on financial probity and management.
- Understand how the Executive are ensuring financial planning is considered strategically, including with joined up coordination with fundraising and income generation activity at the charity.
- Understand the Board's responsibilities for Finance and Operations outlined in the charity's Scheme of Delegation.
- Lead on the governance of Finance and Operations including the relationship with the lead Executive team member with responsibility for Finance and Operations, and receive assurance on the appointment of internal appointments of staff members with key Finance responsibilities.
- Provide more detailed challenge and support on key papers/ finance documents, including the budgets, internal management accounts and annual financial statements, as well as the financial strategy and risk management aspects of finance.
- Act as a point of contact with the charity's external auditors.
- Understand the interplay between the Reach Foundation and Reach Academy Trust Finance and Operations policies and practices, including the Service Level Agreement (SLA).
- Have governance oversight of relevant Finance training and ensure the Board are satisfied with the update provided by the Executive on Finance at Trustee meetings throughout the year.

- Act as an internal point of escalation for any high-risk Finance and Operations matters of concern (e.g. financial probity, operational non-compliance), along with the Chair of Trustees.
- Report to the Board through a standing item at meetings, being a voice for Finance considerations on the Board, updating on activity delivered as part of the Finance & Operations Link Trustee role.

As well as the general experience, knowledge and skills expected of all trustees, the Finance & Operations Link Trustee is expected to bring the following:

- A finance professional - a knowledge of charity finance is an advantage, otherwise an enthusiasm to learn, drawing from sound commercial experience.
- A strategic thinker with an ability to balance risk and opportunity.
- A clear communicator with the ability to effectively summarise financial information with non-finance specialists.
- Willing to play an active role in giving strategic support to areas such as forecasting, setting budgets, liaising with auditors.

The time commitment involves 2-3 Finance & Operations Link Trustee visits each year in addition to attending relevant training sessions.