



# Healthcare Workers' Foundation

## TRUSTEE – TREASURER WITH THE HEALTHCARE WORKERS' FOUNDATION

**Salary:** Unpaid, voluntary role. Reasonable travel expenses will be reimbursed

**Workplace:** Remote with occasional face-to-face meetings

**Time commitment:** The Board meets at least 6 times a year. The Treasurer is expected to be available at other times to offer guidance and leadership.

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### Job description

The Healthcare Workers' Foundation (HWF) is seeking a qualified accountant with commercial awareness and a proven ability to communicate and explain financial information to the Board of Trustees and our stakeholders. The successful applicant will have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship. The role will incorporate monitoring the financial standing of the charity and reports to the Board; overseeing HWF's financial risk-management and health; acting as a counter-signatory on finance approvals and applications to funders; liaison with independent examiners on financial issues ensuring that HWF's finances are responsibly managed and invested for the betterment of the organisation's work and the beneficiaries it serves.

Our Board comprises:

- The Chair
- The Treasurer
- A minimum of three appointed Trustees (currently five Board members)

### About Us

The Healthcare Workers' Foundation was set up in March 2020 by a group of NHS staff in response to the COVID-19 pandemic. We exist to support the welfare and wellbeing of all UK healthcare workers, both within the NHS and other healthcare settings.

The charity currently consists of a part-time CEO who leads a dedicated team of five staff and is a 100% remote and flexible working organisation. In two years, we have raised £1.3m in funds and over £3m including gifts-in-kind.

We currently offer the following services to healthcare workers:

- Bereaved healthcare worker family support and scholarships
- Professional counselling
- Hospital staff room refurbishments
- Childcare grants

### Application Instructions

Please send a covering letter of one side of A4 max, and a CV of no more than two sides of A4.

Please mark your application 'TREASURER'. Email applications to: [fay@healthcareworkersfoundation.org](mailto:fay@healthcareworkersfoundation.org)

**Full Person Specification below:**

**H·W·F**

## Trustee Role Description

|                       |   |
|-----------------------|---|
| <b>Role Title:</b>    | Treasurer   |
| <b>Direct Report:</b> | Works closely with the Chair, Dep. CEO and the board of trustees. |
| <b>Background:</b>    | Finance, Strategy and Governance, Fundraising, Legal, Risk.       |

### 1.0 Role Summary

- Monitor the financial standing of the charity and reports to the Board and Dep. CEO regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Acts as a counter signatory on finance approvals and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- Liaising with independent examiners on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.

### 2.0 Main Responsibilities of the Treasurer

#### In relation to Finance

##### Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and the charity's image by adding specific measures as per SORP guidelines.

##### Management Reporting

- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with the Dep. CEO and trustees to prepare and produce management accounts regularly.

##### Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.

- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

#### Reserves Policy

- Develop reserves policy and safeguard the organisation's finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

#### **In relation to Governance**

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies.

### **3.0 Person Specification**

#### **Essential**

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills.

#### **Desirable**

- Demonstrated knowledge and experience of charity fundraising and finance practices including SORP.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management, e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

### **4.0 Time Commitment**

- The Board meets at least six times a year and the Treasurer is expected to be available at other times to offer guidance and leadership.

- Attendance at wider team meetings is optional but as a small team, we encourage all board members to get involved where guidance is necessary.

## **5.0 Location**

- Due to the location of the trustee board, the majority of board meetings are held via online platforms.