

## **Role Description**

Role Title: Financial Advisor to the Finance, Fundraising and Risk Committee  
Location: Mostly remote; head office is based in Leicester with regular meetings via video call

## **Purpose of Role**

- To support the Finance, Fundraising and Risk Committee to carry out its financial responsibilities through regular monitoring of the financial administration of the charity.
- To be a critical friend to the committee, bringing your experience to support the long term financial health of the charity.
- To act in line with Vista's Trustee Code of Conduct.

## **Regularly advise and support on;**

- Regular monitoring of the financial viability of the charity.
- Financial robustness of annual budgets and plans, ensuring they meet the charity's objectives.
- Deployment of financial resources to be properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
- Financial implications of the charity's strategic plan, including the charity's financial risk-management process.
- Charity SORP and best practice.
- Risk management of income generation.
- Advise on the development and implementation of financial reserves, cost-management and investment policies (if relevant).
- Re-structuring and change management.

## **Attributes and qualities of the advisor**

- A long standing finance professional.
- A deep understanding of the role of treasurer, and charity finances at board level
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- A coaching style; able to listen and support to drive own learning.
- A strategic thinker with an ability to balance risk and opportunity.

## **Terms of Appointment**

### Terms of Office

- Between 12 to 24 months – this role.
- This is a voluntary position, but reasonable expenses will be reimbursed.

### Time Commitment

- Attend monthly on-line FFR meetings.
- Regular calls with the Interim Director of Finance &/or Treasurer.
- Attending other meetings as necessary eg particular board meetings or planning days.