



# Become a Financial Trustee

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**We are currently looking to invite a new member to join the Board to work with existing Trustees and the College's Senior Management Team.**

As our Financial Trustee, you will support effective oversight of the financial matters of the college in line with good practice and governance and the College's legal responsibilities and charitable status.

Trustees ensure that the College has a clear vision, mission and strategic direction and is focused on achieving these.

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**Applications close:** Monday 24<sup>th</sup> June 2024  
**Interviews:** Online via Microsoft Teams, at a mutually convenient time

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Homefield College provides education and services for people with learning disabilities, the majority of which are on the autistic spectrum. We adapt the teaching and support on offer to meet each individual's needs and strengths.

Our small, committed and friendly team of Trustees have a passion for making a difference to the lives of our students and day service members.

We would welcome applications for new Trustees from those who have:

- Financial and Accounting background - Accounting qualifications.
- Experience at strategic level within an organisation.
- Ability to analyse information and have full understanding of the College's finances.
- Vision, enthusiasm and excellent communication and interpersonal skills.

We are committed to equality and diversity and aim to ensure that the Board is composed of Trustees who reflect the community at large. We will be honest - our Board of Trustees is not as diverse as we would like. We would strongly encourage applications from under-represented and minority groups.

If you feel you have the skills and experience needed to support and enhance the work of our Trustees, we look forward to hearing from you. Please fill in the interest form at the bottom of our Trustee Recruitment webpage, and we will contact you for an informal chat.

Apply now: [bit.ly/HomefieldTrustees](https://bit.ly/HomefieldTrustees)

# Financial Trustee Job Description & Person Specification

We are looking for an enthusiastic individual with finance and accounting skills with experience and background to join our Board.

## Job Description

### Overview

Trustees work as part of a Board of Trustees in order to inform our strategic direction and ensure good governance of the College. Trustees are not responsible for overseeing the day-to-day operation of Homefield, but they are responsible for scrutinising the finances and operational decisions taken by the Principal and Senior Management Team to ensure that the College operates effectively and in line with our objectives and values.

### Requirements

As a financial Trustee, you will:

- Attend the quarterly Board meetings and the Annual General Meeting, and sit on various sub committees, along with completing any required preparatory work and readings in advance of the meetings. During which, you will:
  - Have a full understanding of the college's finances, accounting, and charitable status.
  - Make recommendations and suggestions for improving the College's financial status.
  - Implement actions from financial audits.
  - Have the knowledge and can scrutinise the finances in finer details.

As a Trustee, you will:

- Put our beneficiaries first.
- Promote high expectations and ambitions for our beneficiaries and staff.
- Ensure inspirational teaching and learning, care and support.
- Create a safe environment for beneficiaries to live, learn, work and develop.
- Provide strong leadership to both the Senior Management Team and the Homefield community.
- Set the strategy and acting as guardians of the College's mission.
- Demonstrate accountability to beneficiaries, parents, staff, partners, employers, funders, Trustees and other stakeholders, including publishing accurate and timely information on performance.
- Listen to our beneficiaries and their parents and carers, and our staff members.
- Ensure the achievement of equality of opportunity and diversity throughout the College.
- Use the College's autonomy and independence to meet education, care and skills needs.
- Commit to the Seven Principles of Public Life (Nolan Principles):
  - Selflessness: Holders of public office should act solely in terms of the public interest.
  - Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence

them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

- Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
  - Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
  - Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
  - Honesty: Holders of public office should be truthful.
  - Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.
- Follow the statutory duties of being a trustee.

## Person Specification

It is essential that the Board of Trustees have a diverse skillset. For this round of recruitment, we are particularly looking for a financial trustee with the following:

Is a chartered Accountant, who is registered with any of the following: ACCA, ICAEW or the IFA.

Experience in making financial decisions.

Experience in financial planning and can make suggestions and recommendations to improve finances.

Have a proven track record of improving finances and increase its income.

Experience at strategic level within an organisation.

Knowledge of vocational provision and experience of operating within the Ofsted education inspection framework.

However, we welcome applications from anyone who is interested in the role and their unique skillsets.

All trustees must have the following (essential criteria):

- Commitment to the mission of Homefield College.
- Willingness and ability to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Leadership skills.
- Good communication and interpersonal skills.

We would also appreciate trustees who have the following (desirable criteria):

- Knowledge and understanding of autistic people and people with learning and communication disabilities.
- Awareness of developments across education, care and charity sectors.