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## **Living Well UK Trustee (Finance) Role Description**

**Closing date: 2 November 2020**

### **About Living Well UK**

The objectives of Living Well UK, the Charitable Incorporated Organisation (CIO) are, the relief of sickness and preservation of health, with emphasis on mental health, in principally (but not exclusively) the Midlands, by:

- a) providing psychological therapies and counselling
- b) providing education for organisations and professionals in the mental health field
- c) promoting research for the public benefit and to publish the useful results of it.

The trustees review the aims, objectives and activities of the charity and report the success of each key activity and the benefits the organisation has brought to those groups of people that it is set up to help. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set. Providing psychological therapies and counselling The Charity's trading subsidiary (Living Well Consortium) has become the secondary (i.e. non-NHS) provider of primary care psychological therapies for Birmingham as well as delivering the triage and single point of contact service for Worcestershire.

There are two principal beneficiaries of our services:

- Residents and people working in Birmingham who have a GP in Birmingham or Worcestershire
- Member organisations of the Charity

The primary beneficiaries of the services are the patients who have a GP in Birmingham or Worcestershire who are referred or self-refer to our trading subsidiary for primary care psychological therapies. Member organisations receive business support, clinical governance and operational support from the Charity and trading opportunities through contracts won, which are managed by our trading subsidiary.

### **Role of LWUK Trustees**

The charity trustees manage the affairs of the CIO and it is the duty of each charity trustee:

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- To exercise their powers and to perform their functions as a trustee of the CIO in the way they decide in good faith would be most likely to further the purposes of the CIO.
- To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
  - i) any special knowledge or experience that they have or holds themselves out as having; and
  - ii) if they act as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

### **Finance Trustee Skills and Responsibilities**

LWUK is recruiting a trustee with demonstratable charity finance knowledge and experience to provide guidance and support to the organisation. The appointed trustee will support the development of the organisation's strategy and business plan and oversee the approval of budgets and accounts as prepared by the Executive. The appointed trustee will also be expected to understand and interpret regular management accounts reflecting the performance of the charitable group. Candidates must have strong analytical skills, demonstrating good judgement as well as a strong understanding of the financial reporting structure, legal duties, responsibilities, and liabilities of trusteeship.

Living Well UK is a charity with an active income generating subsidiary. The financial structure is a Charitable Incorporated Organisation (CIO) with an active service delivery subsidiary, primarily delivering NHS contracts in primary care mental health. The structure in effect, allows LWUK to enter into contracts as a corporate entity with limited liability or trustees and members. Contracts are delivered by quality assured, 3<sup>rd</sup> sector organisations who are members of LWUK. Income is also receivable from Grants awarded, and the appointed trustee may be expected to understand the application of this income towards charitable purpose, and also understand and assist with the process of awarding of grants to organisations.

- To oversee the preparation and presentation of financial reports to the board
- To be assured that the financial resources of the organisation meet its present and future needs
- To ensure the charity has an appropriate reserves policy
- To prepare and present financial reports to the board

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- To ensure that appropriate accounting procedures and controls are in place
- To liaise with any paid staff and volunteers about financial matters
- To advise on the financial implications of the organisation's strategic plans
- To ensure the charity has an appropriate investment policy
- To ensure there is no conflict between any investment held and the aims and objects of the charity
- To monitor the organisation's investment activity and ensure it is consistent with the organisation's policies and legal responsibilities
- To ensure the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission.
- If external scrutiny of accounts is required, ensure the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- To keep the board informed about its financial duties and responsibilities
- To contribute to the fundraising strategy of the organisation
- To make a formal presentation of the accounts at the annual general meeting and draw attention to important points in a coherent and easily understandable way
- To sit on appraisal, recruitment and disciplinary panels as required

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