



JOB DESCRIPTION: Trustee - Finance

Helping the charity to ensure the financial stability it needs to achieve the mission.

Salary: £0 – volunteer role but travel expenses to meetings covered.

Location: **Hybrid** (one average at least 2 meetings are in person, often Norfolk).

Hours: Part-Time (min of four meetings per year, plus additional time to support Finance team).

The Charity and The Vision.

Scotty's Little Soldiers is a charity dedicated to supporting military children and young people (0 to 25 years) who have experienced the death of a parent who served in the British Armed Forces.

Inspired by the experience of Army widow Nikki Scott, following the death of her husband Corporal Lee Scott in Afghanistan in 2009, the charity, which was set up in 2010, provides support and guidance to hundreds of bereaved military children and young people throughout their childhood.

In 2023 Scotty's supported 659 young people but aims to be supporting 1,000+ bereaved military children and young people annually by 2030. Having established a key role within the Armed Forces charitable sector over the past decade, Scotty's is now embarking on a growth phase to build a charity capable of delivering its 2030 goals.

Role Mission.

The mission of this role is to provide oversight and guidance to the CEO and Head of Finance on the charity's financial matters, ensuring its financial viability and that proper records and procedures are maintained. The role will also act as a mentor for the Head of Finance.

The charity is in a growth phase of development and many of the challenges it faces are akin to those of a start-up business. A candidate with previous experience of financial accountability in organisations experiencing growth and/or at start-ups would be ideally suited.

General Duties (in addition to regular Trustee responsibilities):

- Overseeing, approving, and presenting budgets, accounts and financial statements.
- Supporting the CEO and Head of Finance with the creation of annual budgets, accounts, and financial statements.
- Ensuring that the charity has an appropriate reserves policy.
- Supporting the Head of Finance with the presentation of monthly management accounts to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring any future investments policy is appropriate and that there is no conflict between any investment held and the aims and objects of the charity.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies (e.g. Charity Commission).
- Keeping the board informed about its financial duties and responsibilities.
- Supporting the Head of Finance in making a formal presentation of the accounts at the AGM.
- Sitting on the charity's remuneration committee.

Person Specification

- Financial qualifications and experience.
- Ideally some previous experience of charity specific finance.
- A willingness to be available to support paid team members for advice on an ad hoc basis.

The Scotty's Way & our non-negotiables.

At Scotty's, our personal performance is only 50% of what success looks like. Our culture is as important to us as anything else. If you agree to join the team, you are signing up to *The Scotty's Way*.

At the heart of The Scotty's Way are our four core values and four behaviours as created by the whole team.

Our values are:

1. Families Come First.
2. Everyone a Supporter, Every Supporter a VIP.
3. Love What You Do.
4. Remember, Every Day.

Our behaviours are:

1. Speak Up.
2. Actively Collaborate.
3. Embrace Change.
4. Show Respect.

You can read more about **The Scotty's Way** in the full culture code deck [here](#).

All team members, volunteers and trustees are expected to undertake an enhanced DBS check and to pass NSPCC safeguarding training for children and young people.

To apply, please contact our chair of Trustees, Jason Worthy, via email at jay@jayworthy.com