**Trustee Advert – June 2023 - FINAL**

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| **Organisation** | Stirling Albion Foundation |
| **Job Title**  | Trustee / Treasurer |
| **Salary** | Volunteer |
| **Hours**  | 4-5 hrs per month |
| **Closing date**  | 5pm Monday July 10th 2023 |
| **Start date**  | ASAP  |
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**The Organisation:**

The Stirling Albion Foundation, SC050870 was established in March 2021 and has recently come to an agreement with Stirling Albion FC that all community activity on behalf of the Stirling Albion FC would transfer under the Foundation.

The aspirations of the board of trustees are to ensure the charity is at the heart of the local community increasing participation in sporting activities for people of all ages and working with key stakeholders to address local social issues.

**Job Role:**

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of Stirling Albion Foundation’s financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

**Key Duties**:

* Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
* Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
* Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
* Monitoring and advising on the financial viability of the charity.
* Overseeing financial controls and adherence to systems, regularly liaising with the lead staff.
* Lead on the appointment of and liaison with external auditors if/when required.
* Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.

**What we are looking for**

* A finance professional. A knowledge of charity finance is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
* A strategic thinker with an ability to balance risk and opportunity.
* Clear communicator with the ability to bring the financial information alive to non-finance specialists.
* Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees:

**Responsibilities of all trustees**

* Support and provide advice on Stirling Albion Foundation’s purpose, vision, goals and activities.
* Approve operational strategies and policies, monitor and evaluate their implementation.
* Oversee Stirling Albion Foundation’s financial plans and budgets and monitor and evaluate progress.
* Ensure the effective and efficient administration of the organisation.
* Ensure that key risks are being identified, monitored and controlled effectively.
* Review and approve Stirling Albion Foundation’s financial statements.
* Provide support and challenge to Stirling Albion Foundation’s lead staff in the exercise of their delegated authority and affairs.
* Keep abreast of changes in Stirling Albion Foundation’s operating environment.
* Contribute to regular reviews of Stirling Albion Foundation’s own governance.
* Attend Board meetings, adequately prepared to contribute to discussions.
* Use independent judgment, acting legally and in good faith to promote and protect Stirling Albion Foundation’s interests, to the exclusion of their own personal and/or any third-party interests.
* Contribute to the broader promotion of Stirling Albion Foundation’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

**Attributes and qualities**

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

**Time Commitment**

* Estimated at 4-5 hours per month
* Attending monthly Board meetings in person or via Zoom (included in time above)

**To Apply**

Please email your CV with a detailed covering letter to safoundation800@gmail.com before the closing date mentioned above.