

Diocese of Leicester
Trustee and Chair of Audit and Risk Committee
Role description

Trustee role

Purpose of Trustee Board

The Trustee Board is responsible for approving financial and strategic/mission plans to be presented to the Synod and for overseeing the implementation of these, along with compliance aspects of secular and ecclesiastical law which pertain to the work of the DBF.

The Trustee Board brings together responsibility for

- Board approval of policy and strategy decisions;
- The diocesan income and expenditure and all its assets
- The management of risks applicable to the DBF;
- The functions of the Standing Committee of Diocesan Synod;
- The trustee functions which are specific to the DBF as a charity (eg compliance, staff, reporting, etc.);
- The functions of the Diocesan Mission and Pastoral Committee; and
- The tasks allocated to the bishop's council by the Church Representation Rules in respect of matters relating to General Synod.

Leicester Diocesan Board of Finance (DBF) is established under the Diocesan Boards of Finance Measure 1925 and, as required by that Measure, a company registered under the Companies Act (Company no. 227087). It is also a registered Charity (Charity no. 249100) and members are therefore Charity trustees.

Main Responsibilities of Trustee Board members

The duties of a Trustee Board member are:

- Working with the Bishop, ensure that the Diocese has a clear vision, mission and strategic direction and is focused on achieving these.
- Ensure that adequate arrangements are in place for oversight of safeguarding provision and responding to concerns and disclosures.
- Be responsible for the performance of the Diocesan Board of Finance, ensuring that it complies with all legal and regulatory requirements.
- Act as guardians of the Diocese's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensure the Diocesan Board of Finance complies with its governing document and applies its resources exclusively in pursuance of its objectives.
- Contribute actively to the Trustee Board's role in giving clear strategic direction to the Diocese, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard first and foremost the people of the Diocese, particularly those who are young, vulnerable or less powerful, and, having first met this objective, protect also the reputation and values of the Diocese.

- Ensure effective and efficient use of the Diocesan Board of Finance's resources.
- Ensure, as far as possible, the financial stability of the Diocese.
- Protect and manage the property of the Diocesan Board of Finance and to ensure the proper investment of its funds.
- Ensure that attention is paid to listening to God's calling in discussion and decisions.
- Nurture their own faith and pray for the work of the Diocese.

Person Specification

All Trustee Board members must meet Charity Commission eligibility criteria.

Experience, Knowledge Skills

1. It is expected that Trustee Board members will be active members of the Church of England and on the electoral roll of a church in the Diocese of Leicester (or equivalent for a religious community, Fresh Expression or other Anglican body).
2. Eligible to be appointed as Charity Trustees and therefore comply with the Fit & Proper Person requirements set out by HMRC.
3. Ideally experience in (or if stated, understanding of) one or more of:
 - a. developing a strategic plan, preferably in a charitable organisation
 - b. monitoring delivery of a strategic plan
 - c. being a Charity Trustee
 - d. risk assessment and management
 - e. oversight of an organisation with circa £10m turnover and/or assets of £80m
 - f. understanding of charity audits
 - g. management of commercial operations, ideally hospitality
 - h. understanding of appropriate IT infrastructure
 - i. running a large church or mission project.
4. Familiar with the Nolan Principles and the Charity Governance Code.
5. Able to use relevant skills, experience and knowledge when acting as a Board member.
6. Excellent interpersonal and relationship skills
7. Sound, informed, independent judgement
8. Ability to think creatively and work collegially
9. Commitment to the work of the Church of England in Leicester and Leicestershire in all its forms

Time Commitment

There are six planned board meetings each year with others potentially being arranged as necessary. There is also a 2 day residential meeting held jointly with the Bishop's Advisory Forum.

Remuneration

This role is an unremunerated voluntary position, but reasonable travel expenses will be reimbursed.

Chair of Audit and Risk Committee role

Purpose of the Audit and Risk Committee

The purpose of the Audit & Risk Committee is to support and advise the Trustee Board and the senior executives of the Diocesan Board of Finance by providing oversight of the DBF's financial reporting process, the audit process, the system of internal controls, the identification and management of significant risks and its compliance with financial laws and regulations.

The Committee provides assurance to the Trustee Board and reports its views after each meeting, including any matters where it is not satisfied.

The Chair

This is a volunteer governance role. The time commitment is estimated to be 3 days a month though the time commitment may be greater in the months when the committee meets (3 times a year) and during the audit process.

The Chair of the Audit and Risk Committee is also an ex officio member of the Trustee Board, which meets 6 times a year. The estimated time commitment includes time spent on trustee duties.

Appointed by: Trustee Board on recommendation of the Nominations and Remuneration Committee

Responsible to: Trustee Board

Main Responsibilities

1. To chair and participate in the meetings of the Audit and Risk Committee;
2. To ensure the Committee is acting in accordance with its terms of reference;
3. To provide support and direction to Committee members to ensure their contribution is relevant and effective, contributing to induction of new members as needed.
4. To approve the agenda and draft minutes of Audit and Risk Committee meetings;
5. To liaise with the external auditors in respect of the annual audit;
6. To check on follow up in respect of actions agreed by the Committee;
7. To report on the activities of the Committee to the Trustee Board, in writing or in person, and as required; and
8. To provide support and direction to the Senior Management Team of the DBF as required, liaising with the Director of Finance on financial matters and Director of Operations and Governance on compliance matters.

Person Specification

- Governance knowledge, skills and experience
- Chairing skills and experience of chairing meetings
- Knowledge and significant experience in a relevant field (e.g. audit, accounting, banking, financial management)
- Knowledge of charity accounting and the SORP (or ability to acquire this swiftly)
- Experience of audit processes
- Understanding of risk management
- Commitment to equity, diversity and inclusivity
- Ability to make good use of the skills of other team/committee members
- Commitment to the diocesan vision and values
- On the electoral roll of a parish in the Diocese, community roll of a Fresh Expression, or electoral roll of Leicester Cathedral
- Willing and available to undertake relevant training and development

How to apply

Please submit a CV along with a personal statement outlining your suitability for the role. You also need to be nominated by two members of Diocesan Synod (members of the houses of clergy or laity), though candidates themselves do not have to be members of the Synod.

The closing date for receipt of applications including confirmation from those nominating is 12 noon on 1st July 2024. Interviews will take place in July taking account of holiday plans as necessary, after an initial shortlisting filter.

Applications should be sent to: Andy Brockbank, Director of Operations and Governance – andy.brockbank@leicestercofe.org