



35 Exchequer Street, Dublin 2

www.boardmatch.ie

Finance Role Spec Template

The Organisation:

[Short piece of information about the organisation]

General Trustee duties of a Charity Trustee

- Comply with the Charity's governing document
- Ensuring charity is complying with its charitable purpose for the public benefit
- Acting in the best interest of the charity
- Act with Reasonable Care and Skill
- Manage the assets of your charity

The Role:

[Organisation name] are seeking an individual with proven knowledge in financial management or accountancy.

Responsibilities will include the following:

Option 1: The candidate must be a qualified Accountant, ACA or CIMA qualified, ideally with at least 5 years senior management experience

Option 2: To have a deep insight into all Financial policies and controls and propose any recommendations for change.

Option 3: To have oversight of compliance and risk management in the organisation.

Option 4: The Director will be appointed to the Finance committee of the organisation. Their role will be to evaluate and monitor the adequacy of Financial controls and procedures and ensure the organisation is compliant with best practice principles.

Option 5: Have an overview of the finances to advise the Board on financial implications of proposals, cash flow problems etc.

Option 6: Oversight of compliance and risk management in line with usual board responsibilities

Option 7: To be an authorised signatory of the Charity.

Board Meetings:

There will be [number] board meetings and [number] sub-committee meetings a year. Meetings are held in [venue, area].

Registered Charity: RCN20058968

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