TRUSTEE (FINANCE)
ABOUT BREAST CANCER UK

Over 55,000 people are diagnosed with breast cancer every year. Half a million women are living with the disease and countless more are affected in some way by the disease. In England, incidence rates have increased by 90% in just one generation and by 5.5% in the last decade. Whilst clinical research and increased awareness has helped to bring about improvements in diagnosing and treating breast cancer, incidence rates continue to rise. Yet over a quarter of cases are preventable.

OUR MISSION

Breast Cancer UK’s mission is to prevent breast cancer through scientific research, collaboration, education and policy change.

OUR VISION

Our vision is a world in which the preventable risk factors for breast cancer have been eliminated so that fewer people have to live in fear, suffer the anxiety and trauma of diagnosis, treatment, illness and potential death which results from the disease.

OUR WORK:

We educate and raise awareness of the preventable risk factors for breast cancer and provide practical information to help people reduce their risk.

We campaign for policies that support the prevention of breast cancer.

We support scientific research that helps to understand and address the preventable risk factors for breast cancer.

We are entirely independent. We don’t receive grants from Government or industry but rely on support from members of the public.

OUR TEAM

We have a team of 9 members of staff working in communications, education and awareness, science policy, advocacy and fundraising. We all work remotely and are located across the UK.

Our board of 10 Trustees oversees the strategic direction and good governance of the charity.

More information can be found on www.breastcanceruk.org.uk
TRUSTEE ROLE AND RESPONSIBILITIES

Breast Cancer UK Trustees have duties, responsibilities and liabilities both under company law as Directors and under charity law as Trustees. Trustees offer strategic guidance, expertise and advice to help ensure that the charity achieves the purpose for which it was set up. In addition to being involved in the strategic development and financial planning of the activities of the charity, you will also be part of group of people that are passionate about preventing breast cancer and developing ideas, activities and policy priorities that will take us on a journey to achieve that goal.

The core duties of a Trustee are:
1. To ensure that Breast Cancer UK complies with its governing document (i.e. articles of association), charity law, company law and any other relevant legislation and regulations
2. To formulate and approve strategic goals so as to ensure the organisation pursues its charitable objectives
3. To ensure that the charity adopts and observes policies which ensure that resources are applied exclusively in pursuance of its objects

In exercising these duties:

1. To contribute actively to Breast Cancer UK’s Board of Trustees in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
2. To safeguard the good name and ethos of the charity.
3. To ensure the effective and efficient administration of the charity and aim for best practice and good governance, including in relation to succession planning.
4. To ensure the financial stability and protection of funds and assets of the charity.
5. To establish and maintain effective, appropriate and positive management relations with the Chief Executive, staff and volunteers.
6. To use any specific skills, knowledge or experience they have to help the Board reach sound decisions.
7. To participate in and encourage performance reviews of the Board and its governance structures.

As company Directors, Trustees have a:
1. Duty to act within powers
2. Duty to promote the success of the company
3. Duty to exercise independent judgment
4. Duty to exercise reasonable care, skill and diligence
5. Duty to avoid conflicts of interest
6. Duty to not accept benefits from third parties
7. Duty to declare interest in proposed transaction or arrangements.

THE FINANCE TRUSTEE ROLE – PERSON SPECIFICATION

Breast Cancer UK is looking to recruit someone with financial and accountancy experience to join the Board of Trustees as Finance Trustee. They must be over 18 and have excellent communication skills. They will oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice. The Finance Trustee will also ensure proper records are kept; that effective financial procedures are in place; oversee monitoring and reporting to ensure the financial health of the organisation; and, oversee the production of necessary financial reports/returns, accounts and audits.

The Finance Trustee will Chair the Audit, Risk & Scrutiny Committee (ARSC) and lead on the financial viability of the charity; working with the CEO & Finance Manager to produce the annual budgets, interpret financial data, and ensure the charity carries out its financial obligations. As Chair of the Audit, Risk & Scrutiny Committee (ARSC), the Finance Trustee will lead the committee in identifying risk and mitigation strategies relating to financial and reputational risk and will ensure that appropriate processes are in place e.g. review of GDPR or cyber security.

The charity employs a Finance Manager to undertake the majority of the bookkeeping duties, set up payments, carry out reconciliations etc., and prepare management information (monthly & quarterly accounts & forecasts, and drafting the budget). This position requires the following specific skills and experience:

- Recent and relevant financial experience – including a good understanding of developing financial strategy, ethical investment policy and financial controls principles;
- A professional accountancy qualification or demonstrable equivalent experience;
- Experience of and an understanding of regulations and compliance in terms of financial reporting for the charity sector including knowledge of the SORP 2015 and its implications for BCUK’s reporting requirements;
- Ability to operate strategically as an effective member of the charity and its Audit, Risk & Scrutiny Committee (ARSC) and to contribute positively in a non-executive capacity demonstrating sound judgment and effective decision making;
- Comprehensive understanding of financial, control and risk management issues and the role of a Trustee as opposed to a staff member;
- An ability to understand, interpret and explain financial information;
- An ability to oversee the preparation and scrutiny of the annual accounts;
- Ability to listen, communicate and influence effectively, building relationships and working collaboratively and effectively as part of a team;
- Confidence and ability to oversee the charity’s financial risk management including the maintenance of appropriate financial controls.
Each Trustee must:

• Have a commitment to the aims of Breast Cancer UK
• Have a willingness to devote the necessary time and effort, including attending all Breast Cancer UK Trustee Board Meetings as well as other necessary meetings
• Have strategic vision and be able to understand and assess risks
• Have good, independent judgement
• Have an ability to think creatively
• Be willing to speak their mind
• Understand and accept the legal duties, responsibilities and liabilities of trusteeship
• Be able to work effectively as a member of a team and to maintain good working relations

CORE COMPETENCIES

Breast Cancer UK operate a competency framework to help define and develop the personal attributes, skill sets and behaviours required to perform effectively in all roles across the organisation. It applies to all staff, volunteers and trustees.

Competency requirements for this Trustee role

<table>
<thead>
<tr>
<th>Behavioural Competency</th>
<th>Description</th>
<th>Level required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>The ability to communicate ideas and information</td>
<td>Level 3 – 4 (Management – Advanced)</td>
</tr>
<tr>
<td>Strategic Thinking</td>
<td>The ability to develop a broad, big-picture view of the charity and its objectives.</td>
<td>Level 3 – 4 (Management – Advanced)</td>
</tr>
<tr>
<td>Risk Management and problem solving</td>
<td>The ability to identify and monitor risks.</td>
<td>Level 3 – 4 (Management – Advanced)</td>
</tr>
<tr>
<td>Organisational Awareness</td>
<td>Understands Breast Cancer UK’s core purpose and charitable objectives and priorities.</td>
<td>Level 2 (initially, but growing to level3/4 Advanced)</td>
</tr>
</tbody>
</table>

TIME COMMITMENT

Trustees meet quarterly in London usually in the evening (meetings are usually between 6 p.m and 9p.m). The Finance Trustee will also be expected to chair the Audit, Risk & Scrutiny Committee (ARSC). All Committees take place via conference call, usually for one hour per quarter in the evenings.

The Finance Trustee will be expected to be able to commit around 3-4 hours a month to the role. Trustees are unremunerated; however reasonable travel expenses can be claimed.
CODE OF CONDUCT FOR TRUSTEES OF BREAST CANCER UK

1. INTRODUCTION
Those who serve on the Board of Trustees of Breast Cancer UK have responsibilities both under Company Law as Directors and under Charity Law as Trustees. As part of this each Trustee is asked to agree to abide by the Code of Conduct which is set out in this document and to sign the attached declaration accordingly.

2. PURPOSE OF THE CODE

The Code aims to define the standards expected of Breast Cancer UK’s Trustees in order to ensure that:

- the organisation is effective, open and accountable;
- the highest standards of integrity and stewardship are achieved; and
- the working relationship between the trustees and with any staff and advisers is productive and supportive.

3. CODE OF CONDUCT

3.1 SELFLESSNESS
Trustees have a general duty to act with probity and prudence in the best interest of Breast Cancer UK as a whole. They should not act in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from.

3.2 INTEGRITY
Breast Cancer UK’s Trustees should conduct themselves in a manner which does not damage or undermine the reputation of the organisation, or its staff. More specifically they:

- should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role;
- must avoid actual impropriety and any appearance of improper behaviour;
- should use Breast Cancer UK’s resources responsibly, and when claiming expenses will do so in line with Breast Cancer UK procedures.
- should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

3.3 OBJECTIVITY
In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits, or transacting other business, the Trustees should ensure that decisions are made solely on merit and in the best interests of the charity. In arriving at decisions in areas where they do not have expertise themselves Trustees should consider appropriate professional advice.
3.4 ACCOUNTABILITY
The Trustees:

- have a duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in Breast Cancer UK;
- ensure they are familiar with the contents of the organisation’s governing document and in particular the charitable objects of Breast Cancer UK;
- are accountable to the organisation’s members and other stakeholders for their decisions, the effectiveness of the Board and the performance of the organisation.

3.5 OPENNESS
The Trustees should ensure that confidential information and material, including material about individuals, is handled in accordance with due care, so that it remains confidential. Notwithstanding this, they should be as open as possible about their decisions and the actions that they take. As far as possible they should give reasons for their decisions and restrict information only when the wider interest clearly demands.

3.6 CONFLICTS OF INTEREST
The Trustees have a duty to avoid any conflict of interest so far as is reasonably practicable. In particular they must make known any interest in any matter under discussion which:

- creates either a real danger of bias (that is, the interest affects him/her, or a member of his/her household more than the generality affected by the decision); or,
- which might reasonably cause others to think it could influence the decision.

Trustees should familiarise themselves with Breast Cancer UK’s conflicts of interest policy and act in accordance with it at all times.

3.7 DECISION MAKING AND MEETINGS
The Trustees must:

- promote and support the principles of leadership by example;
- strive to attend all meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend trustee meetings;
- prepare fully for meetings and all work for Breast Cancer UK – reading papers, querying anything they don’t understand and thinking through issues in good time before meetings;
- actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict;
- act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so;
- work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence;
- bring fair and open minded view to all discussions of the Board and should ensure that all decisions are made in the charity’s best interests;
- respect the role of any staff;
• accept and respect the difference in roles between the Board and staff, ensuring that the honorary officers, the Board and any staff work effectively and cohesively for the benefit of the organisation, and develop a mutually supportive and loyal relationship;
• having given delegated authority to any of their number or to any staff, be careful - individually and collectively - not to undermine it by word or action.

**BACKGROUND READING**

• The charity Commissions’ Guide to the [The Essential Trustee](#)
• More information on finance management in the voluntary sector: [Charity Finance Group](#)
• The Institute of Fundraising's [Guide to Trustees and Fundraising](#)
• Breast Cancer UK's [Trustee Code of Conduct](#)