



# Finance Lead Trustee

Recruitment Pack

August 2024

# A message from our Chair and Chief Exec

Welcome to our information pack for people interested in exploring Trusteeship with the Boaz Trust.

At Boaz, we believe that people seeking safety deserve hospitality, not hostility. That's why we provide safe accommodation alongside holistic support and it's why we seek to challenge and change the unjust systems that cause destitution. We currently provide shared houses for people who have become homeless after claiming asylum, including refugees and people who have had their asylum claim refused. We also offer specialist, person-centred support so that people who have fled persecution, war and human rights abuses are better able to thrive and flourish here in the UK.

We are currently looking for a new Finance Lead Trustee to join our Board of Trustees. This is a voluntary role and you would be joining our team of nine dedicated and committed Trustees at an exciting time of development for our organisation. This has been a challenging season for us along with many other charities, but we're looking forward to growing and developing so that we can do even more to end destitution.

If this crucial role of Finance Lead Trustee is something that you might be interested in, please read on and don't hesitate to get in touch if you have any questions.

We look forward to hearing from you!

Phil Rawlings  
Chair of Trustees

Ros Holland  
Chief Exec



## Background to the Boaz Trust

The Boaz Trust is a Manchester-based Christian charity working to end destitution among people who are seeking sanctuary here in the UK. We were founded by Dave Smith in 2004 and last year we worked with more than 230 people from 40 countries who were facing homelessness after claiming asylum in the UK.

## Our organisational values

We have 6 organisational values, which are at the heart of what we do and how we do it:

**Christ-centred:** rooted in the teachings of Jesus Christ, we seek to serve those who society sees as the least, the last and the lost

**Committed to excellence:** we strive for professional excellence with integrity in all our working practices

**Empowering others:** we want to see the people we work with, including clients, volunteers, staff and supporters, equipped and released to discover meaning and purpose in their lives

**Restless for justice:** we shine a light on injustice, especially where people seeking sanctuary are treated unfairly and we will fight to see change happen

**Servant-hearted:** we adopt an attitude of service within the organisation and beyond, putting the needs of others before our own

**Generous:** we extend a welcome to all we meet, sharing hospitality, kindness and love, and treating everyone with dignity, regardless of their background



## Our mission

Our mission is:

- to provide accommodation and support for people seeking sanctuary in Greater Manchester and the surrounding areas.
- to use what we learn through our work to challenge and change the unjust systems that cause destitution, both locally and nationally.

Our work is currently funded through a mix of grants from trusts and foundations, rental income from our refugee housing work, and donations from generous individuals and organisations.

You can read more about our work on our website: [www.boaztrust.org.uk](http://www.boaztrust.org.uk), and by reading our page on the Charity Commission website (search for "Boaz Trust"). This includes links to our current and previous annual reports.

## Who are our Trustees?

The Charities Act 1993 defines charity Trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. Trustees have a collective responsibility which means they act as a group, not individually. Boaz currently has nine Trustees with a range of skills and experiences and they are all wholeheartedly committed to our ethos, vision and values.

## Anti-racism and diversity

As an organisation (staff and Trustees) we know that we are not representative enough of the people we are working with and we recognise that this is a weakness.

We are working to improve our understanding and practices in terms of diversity, equity and inclusion across the organisation. In recruiting new Trustees, we therefore particularly encourage applications from people who have lived experience of the asylum process and people who are from Black, Asian and other minority ethnic backgrounds. We are also keen to hear from women and from younger people.



## The role of the Boaz Board of Trustees

The Boaz Board of Trustees has legal responsibility for and independent control over the management and administration of the Boaz Trust.

Trustees play a vital role in making sure The Boaz Trust achieves its core purpose, which is to see an end to destitution among people seeking sanctuary. Trustees oversee the overall management and administration of the charity. They also ensure that the Boaz Trust has a clear strategy and that the work that is done and the decisions that are taken are in line with our vision. Just as importantly, they support and challenge the leadership team to enable Boaz to grow and thrive, and through this, end destitution.

## Duties of a Boaz Trustee

The Charity Commission lists 6 essential roles for all charity Trustees. All Trustees of any organisation have a responsibility to:

1. Ensure the charity is carrying out its purposes for the public benefit
2. Comply with the charity's governing document and the law
3. Act in the charity's best interests
4. Manage the charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure the charity is accountable

As well as the various statutory duties above, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

## Minimum time commitment for all Boaz Trustees

Boaz Trustees are elected for a term of two years, when they may then stand for re-election.

Trustees are expected to attend all full Board meetings. There are a minimum of four full Board meetings held each year (usually February, May, July, October) and they are generally held in person in Manchester, between 6.30-9pm. The meetings usually start with a time of prayer and reflection, led by a different Trustee each time. In addition, each year we may have an annual away day or half day which would be in-person. In certain circumstances, there may be ad hoc meetings to address urgent business as well as additional "task and finish" groups to undertake specific projects. Papers are distributed at least one week in advance of meetings and all Trustees are expected to read these papers so that they are prepared for the meeting.

Trustees are usually expected to join one of our sub groups, which are currently finance, housing and strategy. The sub groups usually meet up to 4 times a year for approximately two hours, during normal office hours, on Zoom or at the Boaz office. The chair of each group then reports back at the following full meeting of the Board of Trustees.

## What is the Boaz Trust looking for?

**At this time, the Boaz Trust is looking to recruit a new Finance Lead Trustee (FLT). We are looking for someone who will share our Christian ethos and values, who will bring energy, enthusiasm and commitment to the role. We would ideally like the**



# Financial Management at the Boaz Trust

The finance processes of the Boaz Trust are overseen by the Head of Operations (HoO), including bookkeeping, payroll and the annual budget setting process. We use QuickBooks and the day to day bookkeeping and monthly reporting is delivered by a freelance bookkeeper. The annual accounts are prepared by an external accountant.

The Finance Lead Trustee (FLT) has responsibility for overseeing the integrity of financial management and for acquainting the Trustees with the financial position and matters for deliberation and resolution. Currently, key duties are:

1. On a monthly basis, sense check for accuracy of the bookkeeper's work and the accuracy of financial monthly reports/management information.
2. Work with the Head of Operations to prepare a quarterly report to the Finance sub Group, which the FLT chairs. The FLT will subsequently submit a report to the Board of Trustees.
3. Analysis of the current and forecasted financial position such that Trustees are fully acquainted.
4. Review policies and make recommendations to the Board (e.g. investment, pension provision, reserves).
5. Provide assistance to the HoO in the preparation of the annual budget.
6. Oversee the review of CC Internal Financial Controls.
7. Oversee the preparation and submission of the annual Gift Aid claim.
8. Provide authorisation for high value transactions when required.
9. Approval of payments from bank accounts when required.
10. Keep acquainted with changes to relevant legislation and Charity Commission guidance. Consider as to how accounting standards impact bookkeeping and reporting.
11. Liaise with the external accountant to ensure timely delivery of the end of year accounts.



## Trustee Role Specification

### Length of term:

Boaz Trustees are elected for a term of two years, when they may then stand for re-election

### Expenses:

This is a voluntary position (i.e. unpaid) but travel expenses and other out of pocket expenses are reimbursed

### Each Boaz Trustee must have:

- empathy with and commitment to the Christian ethos, values and foundations of the Boaz Trust
- a commitment to the mission and values of Boaz
- an in-depth understanding of our work (or a passion and commitment to develop this over time)
- the ability to think strategically
- a willingness to listen well, speak their mind and fully engage in meetings and conversations
- an ability to work effectively as a member of a team and to take decisions for the good of Boaz and those we are serving
- a willingness to devote the necessary time and effort
- a clear understanding of the respective roles of the Chair, Trustees and Chief Executive
- an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- a willingness and ability to represent Boaz as an ambassador through personal and external connections including churches and other organisations.

### Finance specific experience / skills for the Finance Lead Trustee role:

- a qualified accountant OR significant strategic finance experience
- proven ability to communicate and explain financial information to members of the Board and other non-finance stakeholders
- a good understanding and experience of charity fundraising and finance practices including SORP.

## How to apply

This is an open process with no specific deadline, so if you are interested in exploring the role of a Trustee with the Boaz Trust and you believe that you have some of the experiences and / or skills we have outlined above, we would love to hear from you as soon as possible.

Interested applicants should send a letter of introduction and a copy of your CV to the Chief Exec, Ros Holland (care of Louise Craighan [louisecraighan@boaztrust.org.uk](mailto:louisecraighan@boaztrust.org.uk)). This letter should explain why you are interested in joining the Boaz Trust Board of Trustees as well as the relevant skills and experience that you will bring to the organisation.

We will then arrange an informal conversation for you with Phil Rawlings (Chair of Trustees) and Ros Holland (Chief Exec). The details and timeline of the rest of the recruitment process will be determined by the number of people who have expressed an interest and who have the experience and skills we are looking for. If we have several suitable candidates, we will undertake shortlisting followed by a panel interview process. There will also be an opportunity for you to attend and observe a Boaz Trustee Meeting as part of the process.



 theboaztrust

 @boaztrust

[www.boaztrust.org.uk](http://www.boaztrust.org.uk)

Registered charity in England and Wales  
no. 1110344