

## **Lung Cancer Nursing UK Trustee with Financial Interest**

### **Role Description**

Lung Cancer Nursing UK (LCNUK) provides networking and for support nurses specialising in caring for patients with lung cancer. The charitable objective of the LCNUK is the advancement of health by providing nurses who specialise in the treatment of patients with lung cancer or mesothelioma with support, education, and the opportunity to communicate and network with peers; and to provide a national voice on clinical and strategic issues for specialist lung cancer nurses.

We are looking to recruit a trustee with financial and accountancy experience to join a small board of trustees to support the board with ensuring effective financial procedures and controls are in place and making sure the financial activities of the charity are legal, constitutional and within accepted accounting practice.

### **Purpose of the board of trustees**

The board of trustees has ultimate responsibility for directing the affairs of the charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up. Day to day management of the charity's affairs is controlled an operational LCNUK committee. Board membership is voluntary and unpaid though standard class travelling expenses incurred because of LCNUK business are reimbursed.

### **Duties of a Finance Trustee/Treasurer:**

- To work with the board to ensure compliance with the organisation's governing document, charity and company law and any other relevant legislation or regulations including compliance to Charity Commission guidance on financial management.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.
- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice, ensure proper records are kept and that effective financial procedures and policies are in place.
- Advise the board of trustees on financial governance procedures and financial responsibilities, taking the lead in interpreting financial data to support them.
- Ensure the financial stability of the organisation.
- Present financial management reports to the board in a format that helps the board understand the charity's financial position.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects.
- To work with the board to oversee the preparation and scrutiny of annual accounts, and advise on key financial process, controls, and responsibilities.
- Supported by secretariat and appointed accountant, responsible for the timely submission of annual return and annual report to Companies House and Charity Commission
- Oversee the production of the annual budget for the organisation.
- Appraise the financial viability of plans and proposals of the organisation to protect and manage the resources of the charity and to ensure the proper investment of the charity's funds.
- Attend the LCUNK AGM to answer any queries about the annual accounts and provide a summary of the organisation's annual report.
- Participate in regular meetings and discussions with trustees and provide input on financial issues pertaining to the organisation.

- Liaise with secretariat (Red Hot Irons Ltd), bookkeeper, professional advisers, trustees as required.

**General Skills and Experience:**

- Commitment to the organisation and passionate about its cause.
- Experienced at working on committees, the running of organisations and able to operate at a strategic level. Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- Ability to work effectively as a member of a team.

**Specific Skills and Experience:**

- Knowledge of SORP /charity accounting and tax regulations (VAT, corporation tax) as they affect Charities from both a strategic /governance perspective and at a more technical level.
- Competency (excel skills and accountancy knowledge /skills) to assist with the production of annual accounts and robust budgets and forecasts.
- Good communication skills with the ability to explain the management accounts to the trustees.
- Knowledge of the broader regulatory framework affecting charities and specific issues related to Charity law.
- Broader legal knowledge and understanding (employment, commercial, data protection, IP etc) to for example critically review / negotiate contracts, manage staff /contractors and/or explore mergers /alliances etc.

Trustees are appointed in accordance with LCNUK's constitution. Trustees are expected to abide by the LCNUK code of conduct and all LCNUK's policies and procedures including declaration of conflicts of interest. Trustees undergo a thorough induction upon appointment and are expected to remain alert to, and aware of, their duties and responsibilities.

Trustees meet twice a year usually in Birmingham (although for now all meetings are virtual due to the COVID-19 pandemic). Meetings are usually held during the day. Reasonable travel expenses can be claimed to attend these meetings.

**Further Information:**

Information on the current Board of Trustees can be found [here](#). Please read our [Constitution](#) and the [Code of Conduct](#).

**Application Deadline: 14<sup>th</sup> January 2022**