



Finance Trustee

Remuneration: No financial remuneration, although expenses for travel may be claimed.

Location: Central London

Time commitment: 4 Board meetings per year

Reporting to: Board of Trustees

About us

The Rory Peck Trust (RPT) provides practical and financial support to freelance journalists and their families worldwide, assisting in times of crisis and helping them to work more safely and professionally. We do this through assistance grants, our training fund, and online resources, as well as our annual Awards which uniquely celebrate the work of freelance journalists.

We believe that freelancers play an important and integral role within newsgathering and see the Trust's purpose of protecting and supporting them as a practical and significant contribution to independent journalism and the free flow of information.

Based in London, the Trust works with a network of international partners. It is a co-founder of the Journalists in Distress (JID) network, a global group of organisations that provide support to journalists whose lives or careers are threatened because of their work. The JID network allows members to coordinate assistance and maximise their impact on a global level. The Trust sits on the Board of the ACOS Alliance, an unprecedented coalition of news organisations, freelance journalist associations and press freedom NGOs working together to champion safe and responsible journalistic practices for freelance and local journalists.

Further information can be found at <https://rorypecktrust.org/>.

Job Description

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the Rory Peck Trust fulfils its duty to its beneficiaries and delivers on its objectives.

Objective

The Finance Trustee will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the organisation. They will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

Principal responsibilities:

- Overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Director & Business Manager.
- Being assured that the financial resources of the organisation meet its present and future needs and are within the charity's objects
- Being instrumental in the development and implementation of appropriate financial, reserves policy and investment policies

Main duties:

- Liaising with the Director and Business Manager about financial matters
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Liaising with the charity's auditors where appropriate
- Liaising with the internal audit company where appropriate
- Liaising with the Business Manager to ensure that the charities annual accounts are compliant with the current Charities SORP
- Ensuring equipment and assets are adequately maintained and insured
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

The statutory duties of a Trustee are:

- To ensure the organisation complies with its governing document - known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- 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.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

In addition, along with the other Trustees, to hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

Person specification

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Experience:

Individuals are sought who have a strong empathy with our mission to support the welfare and safety of freelance newsgatherers around the world. Experience, skills, and expertise in financial management and an interest in independent journalism as well as media freedom, combined with an in-depth understanding of our work and ambitions are particularly sought.

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive

How to Apply

To apply, please email your current CV plus a short cover letter (max. one A4 page) outlining what you bring to the role and how you meet the person specification to Tira Shubart, Interim Chair, at tira@rorypecktrust.org.

Applications for this position will be accepted on a rolling basis until filled.