



*The*  
*Boleskine House*  
FOUNDATION

**Appointment of Chief Financial Officer (Trustee)**

Boleskine House seeks a new trustee to join our existing and ambitious board at The Boleskine House Foundation SCIO (“BHF”). BHF is a Scottish registered charity which is regulated by the OSCR.

**Job description**

We have a vacancy to appoint a Chief Financial Officer to the board of BHF as a trustee.

The Chief Financial Officer will provide strategic financial advice on all aspects relating to the charity and operational issues, as well as managing cash flow, payment of invoices and preparation of accounts.

The Chief Financial Officer will work closely with other trustees to ensure an effective communication and information flow that facilitates smooth and predictable decision-making and enables the charity to undertake its work.

All of our trustee positions are unpaid and the advised time commitment is approximately two hours per week, with additional work then required once per year for the preparation of the charity’s annual accounts.

**The work of the Chief Financial Officer:**

- Managing payment of invoices to contractors and third parties
- Maintaining cash books for the charity and reporting to the board on monthly income and expenditure
- Managing cash flow and reporting to the board of trustees on a monthly basis
- Preparing annual accounts for the charity and working with our independent examiner annually
- Liaising with our General Counsel on incoming payments where our Major Donors Policy requires us to obtain source of funds information on donors in line with Money Laundering Regulations

## **Main duties**

- Protect and enhance BHF's endeavours, objectives and reputation by providing timely and appropriate financial advice
- Show visible and effective leadership to embed an open and inclusive culture which promotes BHF's values of being collaborative, committed and creative
- Drive a culture of professional excellence and agility, as well providing visible and effective leadership
- Provide high quality financial input to the deliberations of the board
- To act as an ambassador for the charity

## **Equal opportunities**

BHF is committed to providing equal opportunities in its volunteer roles through its inclusive and supportive environment. This means that everyone who applies to volunteer for the charity is treated equally, whatever their gender, age, ethnic origin, nationality, marital status, disability, sexual orientation or religious beliefs. We are fully committed to an environment in which all people can excel.

## **How to apply**

If you wish to apply please email your CV and cover letter to [info@boleskinehouse.org](mailto:info@boleskinehouse.org). Applications will be considered as and when received and a two stage interview process will operate with different trustees.

Candidates must be willing to comply with all charity policies and procedures and be prepared to sign appropriate Volunteer and NDA agreements.