



CANDIDATE INFORMATION PACK
FOR THE OFFICE OF
HONORARY TREASURER AND
TRUSTEE

‘Helping local people face incurable illness
and bereavement’

September 2020

The Opportunity and Role Summary (Non remunerated)

An exciting opportunity has arisen for someone to join our Board of Trustees as Honorary Treasurer. This is a vital role charged with monitoring the financial administration of a complex and growing charity. Working closely with the Director of Finance and Company Secretary, the post-holder will report to the Board of Trustees at regular intervals on St Helena's financial health, budget setting, the preparation of internal management accounts and annual financial statements. The role is primarily one of monitoring and overseeing, with the operational activity being undertaken by the in house financial team.

Key Contacts

As Chair of the Finance and Performance Committee, there is close liaison with the Hospice Chair, trustees, the Chief Executive, the external auditors, and the Director of Finance and Company Secretary. As a member of the Board, there is liaison with other trustees.

Personal Characteristics

The role requires someone able to embody our values and with the ability to represent St Helena at events and with stakeholders. Ideally the successful candidate will have social and/or business networks they are willing to use to help further our ambitions, have strong interpersonal and communication skills, and be able to challenge.

The successful candidate will be a qualified accountant with senior management or financial professional experience, previous trustee or non-executive director experience (or an understanding of such roles), a connection with or demonstrable interest in North Essex, and an interest in end of life and hospice care. Commercial awareness, an understanding of charity financial guidelines, and corporate governance and risk management experience, are essential.

This is a senior role within a prestigious and much loved charity and a great opportunity to give something back to the local community.

Time Commitment

There are 4 scheduled Finance Committee meetings each year and 4 scheduled Board meetings. There will always be ad hoc meetings including 1:1 catch ups with the Director of Finance.

About St Helena

We help local people face incurable illness, supporting them and their families, friends and carers.

We also support children and adults who are facing bereavement.

CANDIDATE INFORMATION PACK – HONORARY TREASURER

We reach out to members of our community, helping them make their own choices and live with dignity. By focusing on their physical, emotional and spiritual needs, we aim to bring comfort and relief to all those who need it, offering the people of North Essex individual care and total support, regardless of their diagnosis or personal circumstances.

We rely heavily on the help and generosity of our fundraisers, donors and volunteers. Without them we wouldn't be here.

We all share a common goal: to be here every step of the way for everyone who needs us, helping life to go on in the face of dying, death and bereavement. By visiting them in their homes, over the phone with our 24/7 advice line, through our day therapies, and at The Hospice, through all the smiles and all the tears we guide those who need us, because we believe in making every memory matter.

Our history

For more than 30 years St Helena has been helping local people. Over that time we have supported tens of thousands of people.

“When St Helena was planned there were fewer than 10 hospices in the UK. At that time people were not always open about diagnoses and prognoses, pain and symptom control was poor. There was little bereavement care and the needs of the children in a family were ignored.”

Dr Elizabeth Hall MBE, co-founder of St Helena.

Key dates in our history

1979 - A public meeting was held in Colchester Town Hall in July bringing together a Steering Committee of health and social care people with the finance and legal expertise needed to get the project off the ground. By December an appeal was launched for £250,000 to fund The Hospice.

1983 - Myland Hall was acquired in February and in November the Duchess of Norfolk visited for the ground-breaking ceremony as work began to develop the site, while the Steering Committee instigated the work of specialist nurses in the community.

1985 - **The Hospice opened!** We were proud to be able to support our first patients in our 15 beds.

1986 - The Hospice was officially opened in May by The Queen Mother.

1988 - Diana, Princess of Wales, officially opened The Joan Tomkins Centre in April - built to host our day therapies services, thanks to a generous donation from local businessman Robin Tomkins, in memory of his wife.

CANDIDATE INFORMATION PACK – HONORARY TREASURER

1993 – The innovative STARS programme (Supporting Talking Adjusting and Remembering Someone Special) began providing intensive bereavement support for young families.

1995 – The Education Centre was opened to share our expert knowledge and promote our philosophy of total support among health and social care professionals across North Essex.

2002 – The Tendring Centre opened in the centre of Clacton-on-Sea providing a wide range of day therapies and bereavement support services.

2007 – The Hospice was extended and refurbished.

2010 – The Joan Tomkins Centre was extended and modernised.

2011 – The Learning and Development Centre was extended and modernised.

2013/14 - SinglePoint, a 24/7 telephone advice line and care coordination centre, was introduced, along with the My Care Choices Register which empowers people to plan ahead and share their choices.

2015 - St Helena celebrated 30 years of supporting our community; radio and television presenter Dermot O'Leary became patron.

2018 – We look to the future with a bold new identity and ambitions to extend our circle of care to achieve our goal of being here every step of the way for everyone who needs us, helping life go in the face of dying, death and bereavement.

Our values

Our values are:

- Passion for hospice care
- Valuing conversations
- Respect
- Working together
- Showing appreciation for all

Our ambitions

The hospice provides expert care and support to people living in North East Essex in inpatient and community settings, as well as providing a wide range of day therapies through our centres in Colchester and Clacton. Our 24/7 SinglePoint service coordinates care across a range of local providers and hosts the My Care Choices Register. We support families, including children, pre and post bereavement.

Many of our services now have a national reputation and we were delighted to win the inaugural National Council for Palliative Care award for care coordination in 2016. We were shortlisted for the BMJ Palliative Care Team of The Year Award in

CANDIDATE INFORMATION PACK – HONORARY TREASURER

2017 and have had a large number of posters and presentations of our work at Hospice UK and other national end of life care events. This year we won an Innovation in Fundraising Award at the National Fundraising Awards and have also been shortlisted for Campaigning Team of the Year in the Charity Times awards.

However we are not complacent and face unprecedented challenges as we seek to sustain our success and extend our circle of care further into the community:

1. *There is ever growing demand for our services* due to local population growth, changing demographics and an increase in the number of people dying each year in our area. As a result waiting lists have grown and some people die whilst waiting to access our care.
2. *We're working in an ever tougher fundraising environment* and face competition from all other charities including international, national and local charities. In 2017/2018, for the first time in many years, we saw a reduction in our fundraising income.
3. *There are continuing changes to NHS funding.* This means there is increasing uncertainty about the contribution we receive from the NHS (about one third of what it costs us to deliver our care each year). Also the changes in local health and social care services mean we need to respond to remain relevant and effective e.g. the hospital merger and GP services being reorganised.

Despite these challenges we are ambitious for the future. The four priorities within our strategy are:

1. Reaching out based on need regardless of diagnosis or circumstances
2. Empowering people to plan ahead, share their choices and achieve their wishes
3. Providing excellent personalised care to more people in hospice beds and in the home
4. Helping life go on in the face of dying, death and bereavement

For further information about St Helena, including annual reports and recent CQC Inspection Reports and Patient Survey Reports please see our website at www.sthelena.org.uk

For an informal conversation about the role please contact our present Hon. Treasurer Roger Sirman (via Jennie Chandler on 01206 851560) and/or Mark Jarman-Howe, Chief Executive (mjarmanhowe@sthelenahospice.org.uk T: 01206 848152).

Thank you for your interest.

Professor Peter Vergo

Chair

CANDIDATE INFORMATION PACK – HONORARY TREASURER

Job description: Honorary Treasurer of St Helena

Remuneration:	Voluntary, reasonable expenses will be paid
Term of office:	3 years (minimum expectation of 2 terms)
Accountable to:	Chair of the Board of Trustees
Time commitment:	Approximately 2 days per month

Prior to becoming Honorary Treasurer the post-holder will first have to be elected as a Company Member by the Board of Trustees and then as a Trustee. It is expected that the Treasurer will have attended the Board and the Finance and Performance Committee meetings prior to taking up office.

The post-holder may be required to undertake a Disclosure and Barring Service check as necessary.

Job Purpose

The role of the Treasurer is to monitor the charity's financial administration and report to the Board of Trustees at regular intervals on that and on its state of financial health, in line with best practice and in compliance with its governing document and legal requirements

The Treasurer will be involved in budgeting and strategic financial planning, financial and management reporting, risk assessment and risk management and in policy making and key decisions relating to investments, governance, reserves and pensions.

Responsibilities as a Trustee

Compliance responsibilities - Trustees must:

1. Ensure that St Helena complies with Charity law and with the requirements of the Charity Commission as its regulator; in particular ensuring that St Helena prepares reports on what it has achieved, including Annual Reports, Annual Returns and Accounts as required by law.
2. Ensure that St Helena does not breach any of the requirements or rules set out in the Instrument of Government and Articles of Association of St Helena and that it remains true to the stated charitable purpose and objects.
3. Comply with the requirements of other legislation and other regulators (as applicable) which govern the activities of St Helena.
4. Act with integrity and avoid any personal conflicts of interest or misuse of Charity funds or assets.

Duty of prudence responsibilities - Trustees must:

1. Ensure that St Helena is and will remain solvent.
2. Use charitable funds and assets reasonably, and only in furtherance of St Helena's objects.

CANDIDATE INFORMATION PACK – HONORARY TREASURER

3. Avoid undertaking activities that might place St Helena's endowment, funds, assets or reputation at undue risk.

Duty of care responsibilities - Trustees must:

1. Use reasonable care and skill in their work as Trustees, using their personal skills and experience as needed to ensure that St Helena is well-run and efficient.
2. Consider getting external professional advice on all matters where there may be material risk to St Helena, or where the Trustees may be in breach of their duties.

Responsibilities of the Honorary Treasurer

Key responsibilities in relation to the office of Honorary Treasurer:

- Overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees;
- Leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- Leading in the development and implementation of financial reserves, cost-management and investment policies and reporting;
- Liaising with the Director of Finance and Company Secretary on the financial activities of the organisation;
- Chairing the Finance and Performance Committee in line with standing orders and terms of reference, and reporting back to the Board of Trustees;
- Monitoring and advising on the financial viability of the charity;
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems;
- Advising on the financial implications of the charity's strategic plan;
- Overseeing the charity's financial risk-management process;
- Acting as a counter signatory on charity cheques and important applications to funders;
- Acting as a member of the Remuneration Committee for senior staff;
- Leading on statutory financial reporting, guiding and advising fellow Trustees in the approval of the annual report and audited accounts;
- Board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.

Key responsibilities in relation to the local community:

1. Represent St Helena publicly, to promote and defend its reputation and further develop its relationship with the local community.
2. Maintain careful oversight of any risk to the reputation and/or financial standing of the organisation.

CANDIDATE INFORMATION PACK – HONORARY TREASURER

Values

The office holder must embody, and conduct business in a manner that reflects, the values of St Helena:

1. Being passionate about hospice care
2. Valuing conversations
3. Working together
4. Respect
5. Showing appreciation for all

Personal Qualities

The successful candidate will have:

- Experience of Board and Committee work at a senior level
- Accountancy qualification and significant senior finance experience
- An understanding and experience of SORP and corporate governance
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality and objectivity
- Fairness and the ability to respect confidences
- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Independent judgement
- Willingness to speak one's mind

This job description should be regarded only as a guideline of the duties required and is not exhaustive. The nature of the post and the organisation is such that duties may be reviewed in the light of changing circumstances following consultation with the office holder.

The office holder is required to act at all times in accordance with St Helena policies and procedures.