

# **FINANCE MANAGEMENT BOARD MEMBERS DURHAM COUNTY SCOUTS**

**Vacancy Pack and Role Description**

# DURHAM COUNTY SCOUTS



## ABOUT US

Durham County Scouts is a Scout County operating in the North-East Region of England with over 6,000 youth members and 1,300 adult leaders.

We operate across County Durham, Gateshead, South Tyneside, Sunderland and Darlington, supporting the delivery of Scouting in 104 Groups, 36 Explorer Scout Units and District based Scout Networks.



## SUPPORTING ADVENTURE

Durham County Scouts are responsible for supporting the delivery of active and adventurous programmes for 6 and 7-year-old Beaver Scouts, 8 - 10½-year-old Cub Scouts and 10½ - 13-year-old Scouts organised in Scout Groups.

The County also supports District based 14 - 17-year-old Explorer Scout Units and the 18 - 25-year-old Scout Network section.

In all sections the focus is on the delivery of a balanced yet exciting programme with a focus on outdoor activities and adventure.



## GOVERNANCE

As a charitable organisation with responsibility for the safety and safeguarding of more than 6,000 young people and a turnover of more than £400,000, it is essential that Durham Scout County is effectively managed and governed in accordance with Charity Commission requirements and the Policy, Organisation and Rules of the Scout Association.



## FINANCE MANAGEMENT BOARD

The Finance Management Board is responsible for the financial management of the Scout County (excluding Moor House Adventure Centre). This includes the County shop and all charitable activities (events, competitions, administration and support).

The Finance Management Board is Chaired by a member of the County Executive Committee (trustee) and has various responsibilities as defined in the Finance Management Board Terms of Reference, which is approved by the trustees.



## FIND OUT MORE

To find out more about us, please visit [www.durhamscouts.org.uk](http://www.durhamscouts.org.uk)

# NEW TO SCOUTING?

## WHO WE ARE

Every year we help 400,000 young people in the UK enjoy new adventures; to experience the outdoors, interact with others, gain confidence and reach their full potential. And it's not just young people who can get in on the action. Working alongside our youth members are thousands of adult volunteers, with a huge variety of roles and opportunities available.

To find out more go to [www.scouts.org.uk](http://www.scouts.org.uk).

## VOLUNTEERING

Volunteering for us is easy, fun and offers many opportunities for gaining externally-recognised qualifications. Why not strengthen your CV while making a real impact on the lives of young people? How much time you give is up to you, and you don't need any previous experience.

We have a huge variety of roles to suit everyone, and whatever you choose, we'll make sure you're properly trained and supported.

## WHO ARE YOU?

We're looking to recruit additional members to the Finance Management Board, including members who can leverage their wider experience from outside the Scout movement. Depending on your experience you will contribute to the work of the Finance Management Board in a number of areas described below. While no previous experience of Scouting is necessary, previous charity experience is a positive asset.

## STRUCTURE OF THE SCOUT COUNTY

The structure in the County is as shown below:



The Finance Management Board are Chaired by a member of the County Executive Committee and the County Chair and County Commissioner are also ex-officio members of the Finance Management Board.



## THE SCOUT INFORMATION CENTRE

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T (direct): 020 8433 7100  
F: 020 8433 7103  
E: [infocentre@scout.org.uk](mailto:infocentre@scout.org.uk)  
W: [www.scouts.org.uk](http://www.scouts.org.uk)

# ROLE DESCRIPTION

These vacancies are for members of the Finance Management Board within Durham County Scouts, which operates in County Durham, Gateshead, South Tyneside, Sunderland and Darlington. At the last annual census we had over 6,000 youth members between the ages of 6 and 18 involved in our Beaver, Cub, Scout, Explorer and Young Leader sections.

We have over 1,300 adult volunteers, who undertake roles including working directly with young people, adults who manage and support other adults, adults who are experts in programme and activity areas, adults who support elements of the programme through Scout Active Support Units, as well as the Scout Network which provides development activities for adults aged 18-25.

The Finance Management Board Members, working in tandem with the Chair of the Finance Management Board, The County Chair, County Treasurer and County Commissioner, provide financial management and accounting oversight of the Scout County (with the exception of Moor House Adventure Centre – which has its own separate Management Board), and are responsible for defining and overseeing financial policies, for fund raising and for grant making.

## Role Outline

Members of the Finance Management Board (FMB) will collectively fulfil the responsibilities set out in the FMB Terms and References (below) and will leverage their individual skills and experience in specific areas.

### Responsible to:

The Chair of the Finance Management Board.

### Main Contacts:

Chair of FMB, other members of FMB including the County Treasurer, Chair and County Commissioner, County Financial Controller, members of grant making organisations, members of the Scout County applying for development grants/loans.

### Appointment requirements:

With the exception of FMB members who are also members of the County Executive Committee, there are no specific training requirement and a Disclosure and Barring Check (DBS) is NOT required.

FMB members who ARE also members of the County Executive Committee are required to complete Module 01E (Executive Committee training) and a Disclosure and Barring Check (DBS).

## Main Tasks

- Attend FMB meetings
- Take leadership and provide guidance in their individual area of experience / expertise e.g.
  - Accounting
  - Financial governance
  - Insurance / legal risk
  - Grant applications
  - Fund raising
  - Retail management
- Work on agreed tasks and projects between FMB meetings

## Skills Required

Members of the Finance Management Board will:

- Have strong organisational and administrative skills
- Be able to work well with others in exercising collective responsibility and accountability
- Have good communication skills
- Be able to think creatively and solve organisational and administrative problems
- Have good IT skills and have the ability to work with a variety of software solutions (e.g. MS Office, MS SharePoint)
- Be able to summarise information for different audiences
- Be willing to speak one's mind and listen to the views of others.
- Be able to maintain independence and exercise objective judgement
- Be able to balance the immediate and longer terms objectives of the charity

# FMB - Terms of Reference

## The Role of the Board

The Finance Management Board (FMB) is accountable for the overall financial strategy and management of Durham Scout County, excluding Moor House Adventure Centre. The group is authorised by the Durham Scout County Executive Committee to manage applicable County finances in the best interests of the Scout County.

## Purpose of the Board

The FMB should use the following guiding purpose when exercising its responsibilities:

“Durham Scout County implements sound financial management practices and good financial governance in order to:

1. “Comply with applicable charity legislation, good practices and the Policy, Organisation and Rules of the Scout Association.
2. “Manage the assets and resources of the Scout County in a responsible manner, to further the Purpose of Scouting and the interests of its members.
3. “Support the development of Scouting within the County, by maximising income available from applicable revenues and grants, and making recommendations for loans and grants”

## Responsibilities of the FMB Members

- Develop a Profit & Loss budget for the County’s non-MHAC activities (charitable activities and the County shop)
- In November of each year, approve the Scout County (non-MHAC) budget as part of an integrated County budget (working with the Financial Controller and the Moor House Management Board).
- Working in conjunction with the Moor House Management Board, set and approve non-MHAC staff salaries each year, linked with individual performance, in line with the group’s delegated authority.
- Agree and communicate budgetary limits and delegated spending authorities to all non-MHAC County budget holders.
- Work with the County Financial Controller and members of the County Team to monitor non-MHAC County budgets
- Agree with the County Treasurer, the Financial Controller and the Moor House Management Board, as part of the yearly budgeting process, a set of principles for cost allocation.
- Work with the County Treasurer to ensure that an annual statutory set of accounts are prepared on a timely basis every year
- Produce a quarterly update for the County Executive, tracking progress against key performance indicators which shall be agreed by the group (e.g. shop accounts receivables, loan repayments etc.)
- Actively source funding through grants and donations, to assist with the ongoing development of the Scout County, in line with the County strategy and development plan.
- Ensures that financial management and governance complies with all relevant legislation and the Scout Association’s Policy, Organisation and Rules.
- Review and make recommendations to the Executive Committee with respect to loan and grant applications submitted to the Scout County
- Nominates two member of the Board to complete internal audits of a key finance process/area every six months, assessing effectiveness of the process/area and identifying areas for improvement (note that this is audit of process and not a financial audit)
- Work with the Financial Controller to
  - Develop financial process and procedures to mitigate the risk of fraud or conflict of interest e.g. financial risk management, investment, support for vulnerable beneficiaries, conflict of interest, payment of staff, payment of trustees, volunteer expenses, development grants, management of non-MHAC staff and volunteers, data protection, procurement
  - Monitor non-MHAC Accounts Receivables, ensure that receivables are chased in a timely manner and suspend lines of credit where excessive debts are incurred
  - Maintain an asset register of all non-MHAC assets (e.g. shop, Events, Activities equipment etc.)
  - Maintain a record of all restricted/unrestricted grants, donations and loans received by the County
  - Maintain a record of all grants and loans awarded by the County, including receipt of loan repayments
  - Maintain a record of restricted funds, including the purpose and balance of each fund (e.g. development, international etc.)

- Maintain a list of all bank accounts and other accounts operated on behalf of the County
- Ensure that County bank accounts are reconciled every month
- Ensure that cash and cheques are banked on a timely basis
- Ensure that VAT returns are made on a timely basis
- The Chair of the Finance Board, will act as the line manager for the Moor House Shop staff and for the Financial Controller.

## Ways of working

- The group will meet at least quarterly, prior to meetings of the full Executive Committee.
- Members of the group will receive the Financial Controllers report at least a week before the meeting, along with any other relevant papers.
- Minutes of the meeting will be taken by a nominated member of the group and circulated after the meeting.
- Members may be contacted between meetings for advice should the need arise, however decisions should be tabled at the next meeting unless there are exception circumstances.
- From time to time, sub-groups may be formed to work on specific projects as appropriate, with clear responsibilities and start and end dates.
- From time to time, additional individuals may be invited to provide specific advice and expertise as required.

## Membership

- The Board will be formed consisting of
  - A Chair person
  - Six additional members
- The County Commissioner, County Chairman and County Treasurer are additional ex-officio members of the Board, with a right of attendance at all meetings
- The chair person should be a member of the County Executive Committee (may be co-opted if required)
- At least one other member of the Board should also be a member of the County Executive Committee
- The Chair of the group shall be appointed by the County Commissioner and County Chair and approved by the County Executive Committee
- The six additional members of the Board shall be appointed by the Chair of the Board and County Chair and approved by the County Executive Committee
- The six additional members will be re-appointed each year by the Chair of the Board, while considering the need for continuity of membership.
- The Financial Controller will attend FMB meetings, by invitation of the Board Chair

## Review of Terms of Reference

These terms of reference should be reviewed yearly and any modifications approved by the County Commissioner and County Executive Chair.

## Nomination form for Finance Management Board Members

If you think you know just the right person for this role, or are interested in the role yourself, please complete the nomination form below. It should then be sent to Durham Scout County Office via:

- E-mail: [admin@durhamscouts.org.uk](mailto:admin@durhamscouts.org.uk)
- Post: The County Administrator, Durham Scout County, Moor House Adventure Centre, Rainton Gate, Houghton-le-Spring DH4 6QY.

You can also nominate online using our form at <https://www.durhamscouts.org.uk/about-us/lead-our-adventures/> (please be sure to select the correct vacancy)

Please note that the closing date for receipt of nominations is **31<sup>st</sup> August 2017**.

<b>Name of person you are nominating</b>	
<b>Their address</b>	
<b>Their telephone number</b>	
<b>Their e-mail address</b>	
<b>Their Scout Association membership number</b> (if appropriate and known)	

Please explain why this person is suitable for this role, including relevant professional and voluntary experience from inside or outside Scouting (refer to role description).

Please describe the relevant skills that this person has for the role (refer to role description).

Please outline why you felt motivated to complete the nomination/self-nomination.

<b>Your name:</b>	
<b>Your telephone number:</b>	
<b>Your e-mail address:</b>	