



# CHARITY TRUSTEE

**Location :** Guildhall 2, High St,  
Kingston upon Thames, KT1 1EU

## About us

Balance is a charity based in South West London providing a range of specialist services to people with learning disabilities and enduring mental health support needs.

## Our Current Vacancies

We are looking for new trustees who have a commitment to driving high quality and empowering social care services. You will recognise the importance of your role in being both a critical friend to the executive leadership as well as an expert in your given field.

Following some recent resignations the board is looking for trustees who can bring backgrounds in:

- **finance** - insight, support and guidance to help develop a sustainable and financially resilient charity
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- **marketing** - knowledge of and ability to support the charity's approach to marketing its services to new customers, commissioners and other business partners
- **human resources** - a background in HR that provides guidance and support to board in ensuring our personnel governance aligns with our legal obligations

Previous experience as a trustee is not necessary as we will offer training and support where there may be gaps in knowledge. However we are particularly keen to hear from candidates who may be from a minority ethnic background, women and people living with a disability.

The roles we are looking to fill on the board will provide expertise and insight key to our service portfolio. You will support our growing level of privately sources income, the charity's social enterprise arm and the charity's push to grow its brand for generally.

Contact: Guy Stevenson CEO  
Contact Details [guy.stevenson@balancesupport.org.uk](mailto:guy.stevenson@balancesupport.org.uk)





# Main Responsibilities

## Strategic and financial oversight

- Support the board and executive leadership in ensuring that strategic plans are financially appraised, and budgets are aligned to both short-term and long-term objectives each year.
- To oversee plans, budgets, and our quality assurance. Providing a critical voice where required, and constructively challenging the executive leadership in how we will resource our activities sustainably.
- Generally, oversee the charity's financial requirements as set out in Statement of Recommended Practice (SORP) and monitor our compliance as a registered charitable business.

## Management Reporting

- To ensure the charity maintains appropriate standards in its management accounting to safeguard the charity's assets and contractual commitments.
- Oversee and evaluate the charity's operational performance against its strategic aims and charitable objects. Willing to challenge operational managers and the executive leadership from the perspective of your professional expertise.
- Protect and manage the charity's assets and ensure the proper investment and use of the charity's funds in building its business and financial resilience.

## Governance

- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)
- Oversee and monitor the statutory and legal obligations of the charity in line with its regulated activity, operational governance and general policy environment.

## Qualities Required for a Trustee

- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills
- A commitment to the organisation and the values associated with leading a voluntary sector organisation.
- A willingness to devote the necessary time and effort particularly to evening board meetings and occasional other activity.
- ·An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ·The Board meets at least 6 times a year and each trustee is expected to be available for all board meetings to support discussion and decision making on the charity's business and occassional representation at other community events.

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