

ICAS Foundation
Trustee – Role Description
[charity management]



Role Description

The ICAS Foundation is seeking a highly skilled and experienced individual to join our esteemed Board of Trustees. This is an exceptional opportunity for a dynamic and visionary leader in the charity sector to contribute their expertise and shape the strategic direction of our organisation.

A Brief History of the ICAS Foundation

The ICAS Foundation, over the last decade, has been at the forefront of supporting university students studying accountancy and finance, having awarded over £2 million in funding. Annually assisting around 100 students across universities in Scotland and England, our mission is to enhance social mobility by providing bursaries, grants, mentoring, and support for internships and graduate roles.

More information can be viewed on our website: icasfoundation.org.uk.

Introduction

Earlier during 2023, The ICAS Foundation launched an ambitious seven-year strategic plan to support more young people, increase our volunteer -mentor pool, work with more firms to secure high-quality internships, encourage more members to donate – and significantly raise the profile of the ICAS Foundation.

A strategic priority within this plan is to strengthen our sources of support by continuing to build our connections with ICAS and its members while also developing further sustainable sources of support.

Responsibilities:

The Charity Trustee will play a pivotal role in providing strategic oversight, governance, and direction to the ICAS Foundation. We seek an individual with a robust background in charity management, a comprehensive understanding of current charity legislation, and a proven track record in guiding charitable organisations towards sustainable growth and impact.

In addition, from time to time we ask Trustees to bring specific skills to help us deliver our strategy.

This role carries the specific and general responsibilities noted below:

Governance and Compliance:

- Provide strategic guidance, ensuring adherence to legal and regulatory requirements within the charity sector.
- Oversee and enhance the Foundation's governance framework, ensuring transparency and accountability in all operations.
- Monitor and evaluate the effectiveness of policies and procedures to guarantee best practices in governance.

Strategic Planning and Leadership:

- Contribute to the development and execution of the Foundation's strategic objectives, fostering innovation and sustainability.
- Collaborate with fellow Trustees and executive leadership to set and review strategic goals, ensuring alignment with the Foundation's mission.

Charity Management and Operations:

- Offer guidance on operational matters, including financial management, risk assessment, and resource allocation.
- Ensure effective management of resources, maximizing the impact of the Foundation's initiatives and programs.

Fundraising and Resource Development:

- Provide strategic insight and oversight into fundraising strategies, leveraging your expertise to diversify income streams and drive sustainable financial growth.
- Engage with potential donors, partners, and stakeholders to foster relationships and secure resources crucial to advancing our mission.

Qualifications and Experience:

- Experience in charity management, ideally at a senior leadership level, demonstrating a comprehensive understanding of charity legislation and governance.
- Proven experience in guiding charities towards achieving their strategic objectives, coupled with a track record of effective resource management.
- Strong expertise in fundraising strategies, with the ability to drive successful fundraising campaigns and cultivate donor relationships.
- Exceptional leadership, communication, and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.

Terms of appointment:

Terms of office

- Three-year term with renewal for a further three years, subject to review.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- The Chair encourages Trustees to be engaged with the work of the Foundation on an ongoing basis between scheduled meetings.
- Attending 4 Board meetings annually. Currently meetings are held in person at CA House, Haymarket Yards, Edinburgh. There is an option to attend online if it is not possible in person.
- There are a number of committees in addition to the Board meetings between 2 – 4 times per year. This commitment is mostly online rather than in person.
- Occasionally attending strategy sessions, training days and events may be in addition to the Board and Committee meetings.

Please submit your CV and a brief cover letter outlining your interest and relevant experience to: **enquiries@icasfoundation.org.uk**

The ICAS Foundation is a registered Scottish charity: No SC034836