



JOB DESCRIPTION & PERSON SPECIFICATION

POSITION:	Finance Trustee
DURATION OF POST:	Approx. four year term
HOURS:	Initial training and induction can be arranged to suit individual's requirements. Trustee meetings are on average bi monthly – in addition, there would be monthly subgroup meetings.
SALARY:	Voluntary Role
RESPONSIBLE FOR:	Governance and Strategic Management of the Organisation
LOCATION:	The Old Dock Office, Commercial Road, Gloucester, GL1 2EB
DATE JD WRITTEN:	Feb 2021
APPLICATIONS:	Please send a CV to admin@infobuzz.co.uk

WHO ARE INFOBUZZ

Infobuzz offers therapeutic and practical support for families and young people with complex needs. Our vision is for families and young people to have the strength to cope with life's challenges and the ability to change their future.

Our mission is:

- To support families and young people to address their mental and emotional needs through a range of specialist, counselling and therapeutic services.
- To work with schools and community groups to provide young people with life skills to support a positive future.
- To provide innovative intervention work with offenders and their families to break the cycle of crime.

MAIN DUTIES OF THE BOARD OF TRUSTEES

As a Trustee of Infobuzz you will have overall control of the charity and will be responsible for making sure we are doing what we were set up to do. You will work closely with Infobuzz's CEO, lead the charity and decide how it is run. You will utilise your individual skills and experience to support the charity and help us achieve our aims.

As a Trustee you will;

- Offer advice and guidance to the CEO and Finance Manager
- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable.

PERSON SPECIFICATION

We are currently seeking a Finance Trustee who has experience/ qualifications within finance.

You can see a list of our current Board of Trustees at <https://www.infobuzz.co.uk/our-team/trustees/>