

Fusion21 Foundation Treasurer
(and Vice Chair)

Recruitment Pack

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1. Your Application

Dear applicant,

Thank you for your interest in the position of Fusion21 Foundation Treasurer (and Vice Chair).

On the following pages you will find all the information you need to apply for this role, along with information about the recruitment process and key dates.

To apply for this role you should submit the following by the deadline stated:

- **A covering letter or supporting statement** explaining why you are interested in the role and in working for Fusion21. This should outline why you believe you are a good candidate for the post and how you meet the requirements set out in the person specification. This should be no longer than two pages of A4 in length.
- **An up-to-date CV** which clearly outlines your career history and major accomplishments. This should be no longer than three pages of A4.
- **A declaration form** which should be completed, although the equalities section is not mandatory. You should also state on this form if you cannot make any of the interview dates indicated in the pack.

All applications should be submitted to recruitment@fusion21.co.uk with the role you are applying for clearly marked in the subject heading. You should receive confirmation that your applications has been received within 24 hours, however if you do not receive a notification please contact us on 0845 308 2321.

Note that the deadline for applications is **always 12 noon on the closing day**, and applications submitted after this time will not be considered.

Within this pack you will find all the details of who to contact for an informal discussion, but if you want to speak to me directly, then I can be contacted on 0151 481 3013.

Yours,



Mark Chadwick
Director of Business Services
Fusion21 Ltd

2. Welcome from Chris Murray, Fusion21 Foundation Chair

Dear applicant,

I'm delighted that you are interested in applying for the role of Fusion21 Foundation Treasurer. I hope you find this pack helpful with your application.

Our business is all about making a real impact, and we remain committed to supporting our valued members by bringing genuine cashable cost efficiencies to public sector work programmes, and working in partnership to make a measurable difference within local communities.

There couldn't be a better time to join us as we develop the Foundation's long term vision.

The Treasurer role will play a significant part in shaping the impact the Foundation makes through social investments within communities, and will oversee the financial matters of the Foundation in-line with good practice and in accordance with the governing document and legal requirements.

I hope after considering the information in this pack, you continue with your application.

Yours,

Chris Murray
Chair, Fusion21 Foundation

3. About Fusion21

Our mission is simple: to help our members make a real impact in the public and social sectors.

Whether that means delivering bottom-line savings on goods and services with our procurement frameworks or supporting the incredible work done in your local communities, we're here to help our members achieve great outcomes and deliver social value on every project.

We provide fully compliant procurement frameworks for property, construction and the built environment, alongside community regeneration services designed to help tackle some of the biggest challenges facing people across the UK.

Active nationwide, we're proud to consistently win awards for our achievements in procurement and social value.

Fusion21 Foundation

The purpose of Fusion21 Foundation is to deliver 'added social value' programmes and investments, in accordance with its charitable objects and on behalf of the Fusion21 group. The Foundation is currently funded by its trading subsidiary, Fusion21 Ltd.

These funds will be used to deliver social value programmes and investments for the charitable benefit of members, residents and communities of Fusion21.

4. Job Description & Person Specification

ROLE DESCRIPTION

ROLE TITLE:	Treasurer & Vice Chair - Fusion21 Foundation
REPORTING TO:	Chair of the Board of Trustees
LOCATION:	Merseyside
REMUNERATION:	The role of the Treasurer is not accompanied by any financial remuneration. Costs for travel, subsistence and other expenses are paid in accordance with the Fusion21 Foundation expenses policy.
TIME COMMITMENT:	Equates to approximately 12 days per year comprising a range of activities including; board meetings, strategy days, activities and representation at events. The Treasurer is also expected to have regular meetings with the Leadership Team.

ROLE OVERVIEW

Objective

The Treasurer will oversee the financial matters of the Foundation in line with good practice and in accordance with the governing document and legal requirements, and will report to the Board of Trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are in place and are appropriate for the Foundation.

Principal responsibilities:

- Provide assurance that the funding strategy and financial resources of the Foundation meet its present and future needs and are within the Foundation's objectives
- Provide oversight of the financial performance and funding of Foundation's social value programmes and investments
- Oversee, approve and present budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Leadership Team
- Being instrumental in the development and implementation of appropriate funding strategy, financial assurance, reserves policy and investment policies

ACTIVITIES AND ACCOUNTABILITY

- Liaising with the Leadership Team in relation to financial matters of the Foundation
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Liaising with the Foundation's auditors where appropriate
- Liaising with the internal audit company where appropriate
- Liaising with the Company Secretary to ensure that the charities annual accounts are compliant with the current Charities SORP
- Ensuring equipment and assets are adequately maintained and insured
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the funding strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required

Trustee responsibilities:

In addition to the role of Treasurer, the postholder is also expected to uphold the standard responsibilities of a trustee.

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the Fusion21 Foundation fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Vision: Delivering social value excellence

Mission: The advancement of citizenship and community development

Values: Aspiring, Enterprising, Customer Focused.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the Foundation must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.

- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

In addition with other trustees to hold the Foundation “in trust” for current and future beneficiaries by:

- Ensuring that the Foundation has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the Foundation and for its “corporate” behaviour; ensuring that the Foundation complies with all legal and regulatory requirements.
- Acting as guardians of the Foundation’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the Foundation’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Treasurer will be expected to perform all such additional duties as are reasonably commensurate with the role.

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PERSON SPECIFICATION

In addition to the qualities required of a Trustee of the Foundation, the Treasurer must also meet the following requirements:-

QUALITIES	
PERSONAL QUALITIES	<p>The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the Foundation, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.</p> <p>All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the Foundation.</p>
JOB KNOWLEDGE & EXPERIENCE	<p>Individuals are sought who have a strong empathy with our mission. Experience, skills, and expertise in social investment and an interest in community regeneration, as well as social impact, combined with an in-depth understanding of our work and ambitions are particularly sought.</p> <ul style="list-style-type: none"> • Successful experience of operating within a board in a charitable, public sector or commercial organisation • Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives • A proven track record of sound judgement and effective decision making • A history of impartiality, fairness and the ability to respect confidences • A track record of commitment to promoting equality and diversity <p>Knowledge, skills and understanding:</p> <ul style="list-style-type: none"> • Commitment to the organisation and a willingness to devote the necessary time and effort • Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind • Willingness to be available to staff for advice and enquiries on an ad hoc basis • Good, independent judgement and strategic vision • An understanding and acceptance of the legal duties,

	<p>responsibilities and liabilities of trusteeship</p> <ul style="list-style-type: none"> • An ability to work effectively as a member of a team • An understanding of the respective roles of the Chair, Trustees and Chief Executive
TERMS	<p>The Foundation's Treasurer (and board members) will serve a three-year term to be eligible for re-appointment for one additional term.</p> <p>In addition attending the main Board meetings, the Treasurer has the right to attend the programme sub-committees, which all meet quarterly.</p>

5. Recruitment Process

The following timescales apply to the role of Treasurer:

Closing Date
19 th October 2018

Shortlisting
w/c 22 nd October 2018

Interviews
w/c 5 th November 2018

Second Interviews
To be advised

6. Advert

Fusion21 Foundation Treasurer (and Vice Chair)

Can you make a real impact?

At Fusion21 we help people to buy smarter in the public sector and make a difference in communities across the UK. Providing a range of national procurement and community regeneration services to 490+ public sector organisations, we're proud to have delivered more than £177 million savings through the procurement process; created more than 5,000 jobs and generated more than £76 million of community impact.

About the role:

We're recruiting for a talented Foundation Treasurer (and Vice Chair) who will play a significant part in shaping the impact Fusion21's Foundation makes through social investments within communities.

This role will oversee the financial matters of the Foundation, on behalf of the Fusion21 group, and is ideal for a candidate who has successfully operated within a board in a charitable, public sector or commercial organisation.

Key duties include:

- Providing assurance that the funding strategy and financial resources of the Foundation meet its present and future needs and are within the Foundation's objectives;
- Overseeing the financial performance and funding of Foundation's social value programmes and investments;
- Reviewing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees;
- Developing and implementing an appropriate funding strategy in addition to financial assurance, reserves and investment policies.

The post holder will also uphold the standard responsibilities of a trustee, ensuring that the Fusion21 Foundation fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

About you

We're searching for an individual who has a wealth of experience and expertise in social investment and social impact; an interest in community regeneration and a passion for advancing citizenship and community development.

A skilled networker with the ability to build and sustain relationships with key stakeholders and colleagues, you will have a track record of sound judgement and effective decision making.

The role of the Treasurer requires approximately 12 days time per year comprising a range of activities including; board meetings, strategy days, activities and representation at events.

Closing date: 12 noon, 19th October 2018.



0845 308 2321



fusion21.co.uk



info@fusion21.co.uk



[@Fusion21SocEnt](https://twitter.com/Fusion21SocEnt)