



## TRUSTEE PROFILE

Role:

Trustee & Member of Finance Committee  
Date profile last reviewed: 27 January 2021

### **Main Summary of the Role:**

The Royal Air Force Benevolent Fund is the Royal Air Force's leading welfare charity; the Fund provides support to members of the RAF Family (both serving and retired, and their dependants) who are in need. The range of support that the Fund offers is holistic and person-centred, with the primary aim of reducing or removing any adversity that is being experienced.

Against the backdrop of a Fund strategy that will need to evolve in response to the significant challenges of the external environment, the Board is looking for a Trustee to join our Board of Trustees, to sit on our Finance Committee and to be a trustee / member of the Board of Directors of two of the Fund's subsidiary entities (the RAF Benevolent Fund Housing Trust Ltd and the RAF Benevolent Fund Trustees Ltd).

Applicants will be interested in our work, have a relevant background and be willing and able to work collaboratively with other members of the Board to provide high-level strategic guidance and governance oversight for the Fund's Senior Management Team, as the Fund works to implement its post-COVID 'stabilise and adjust' strategy whilst developing a new long-term strategic direction.

**To complement existing knowledge and skills, applicants should ideally have a practice background at Partner level and/or experience of directing a Finance function. We are particularly interested in someone who is a fellow of the Institute of Chartered Accountants of England and Wales with a good understanding of the regulatory and statutory requirements of financial reporting who would be able to help the Board discharge its responsibility for effective scrutiny and oversight. Knowledge of the financial and regulatory framework applicable to the charity sector is desirable.**

Applicants do not need to have a military or military charity background but must have empathy for what the Royal Air Force and the charitable sector stands for. The Fund's most recent annual review is available on our website at [www.rafbf.org](http://www.rafbf.org).

### **About the Board:**

The Board of Trustees is comprised of between 10 and 15 members. It ordinarily meets at the Fund's Head Office in London four times per year, with an away-day (usually at an RAF Station) in spring. Meetings may be held virtually as dictated by circumstance. Trustees are elected for four-year terms, with the possibility of being re-elected for a second four-year term. Appropriate on-boarding and training will be provided, commensurate with the experience of the individual selected.

**About the Finance Committee:**

The Finance Committee, which currently has three members, meets four times per year (in addition to Board meetings). Its principal role is to support the main Board on delegated financial matters and advise it on issues relating to:

- Financial strategy, planning and reporting.
- Risk management.
- External and Internal audit.
- Investment strategy.
- Pension matters.
- Information strategy.

**About the Housing Trust Ltd and Trustees Ltd:**

The RAF Benevolent Fund Trustees Ltd is a company limited by guarantee and the RAF Benevolent Fund Housing Trust Ltd is Charitable Company. Both are subsidiary entities of the RAF Benevolent Fund (the Housing Trust holds and operates properties for the beneficiaries of the Fund and Trustees Ltd acts as a trustee for secured loans advanced by the Fund to its beneficiaries). These entities meet once per year (usually on the same day).

**KEY RESPONSIBILITIES:**

- Act in the best interests of the charity; promoting its values and upholding its reputation.
- Ensure that the Charity acts in accordance with the Royal Charter and Bye-Laws, charity law and all other relevant law and regulations.
- Pursue the objects for which the Charity is established, subject to the provisions of the Charity's Royal Charter and Bye-Laws, as effectively and efficiently as possible.
- Ensure that the Charity applies its resources exclusively in pursuance of its objects.
- Attend and participate constructively in Board meetings.
- Utilise your knowledge, skills and experience to provide high-level strategic guidance and oversight for the Charity.
- Represent the Charity and advocate for the interests of the Charity through your networks.
- Work as part of a team with the other Trustees; whilst bringing your own ideas, perspectives and experiences to discussions.
- Read Board and Committee papers in advance of meetings and contribute to the decision-making process of the Board / Committee.

- Work with the Board and Senior Management Team to agree strategic priorities and approve business plans and budgets.
- Be aware of and oversee the management of strategic risks within the Charity.

In becoming a Trustee, the following general responsibilities are expected:

- Ensure the organisation applies its resources exclusively in pursuing its objectives.
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of the organisation declare any conflict of interest while carrying out the duties of a Trustee.
- Be collectively responsible for the actions of the Charity and other Trustees.
- Oversee the effective and efficient administration of the Charity.
- Ensure the financial stability of the Charity and the proper investment of its funds.
- Protect and manage the property of the Charity.
- Attend sub-committee meetings as appropriate (in this case, those of the Finance Committee).
- Participate in other tasks as arise from time to time, such as attending Fund events, networking and helping with fundraising.
- Keep informed about the activities of the Charity and wider issues which affect its work.

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees to reach sound decisions.

This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of, the organisation's work in which the Trustee has special expertise.



**COMPETENCIES REQUIRED FOR THE ROLE**

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"><li>- Deciding and Initiating Action</li><li>- Working with People</li><li>- Relating and Networking</li><li>- Persuading and Influencing</li><li>- Adapting and Responding to Change</li><li>- Analysing</li></ul>	

**QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE**

**Academic/Professional Qualification(s) or equivalent:**

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"><li>- Chartered Accountant (FCA)</li><li>- Educated to degree level</li></ul>	

**Knowledge/ Experience:**

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"><li>- External Audit</li><li>- Financial planning and strategic performance measurement</li><li>- Strategic risk management</li><li>- Knowledge of UK Charity law and regulations</li></ul>	<ul style="list-style-type: none"><li>- Prior Board or Committee level experience at a Charity</li><li>- Knowledge of UK Charity law and regulations</li><li>- Governance in the charity sector</li><li>- Information Technology</li><li>- Partner level practice background and/or experience of directing a Finance function</li><li>- Senior leadership in business and/or not-for-profit sectors</li></ul>



**Skills/Abilities:**

Essential

- Ability to offer insight to inform financial decisions
- Good interpersonal skills
- A demonstrable commitment to diversity, equality and inclusion

Desirable

- Confidence in networking within and outside own peer group

**Other Requirements:**

- Attendance at additional Extraordinary Board meetings as required.

**Signature**

I confirm this job profile has been approved by the Standing Nominations Committee and accurately reflects the responsibilities of the role.

Senior Independent Trustee's Signature:

NAME:

Date: