

HEL^oA

UK Vice-Chair (Finance)
September 2024



What does the Finance Team do?

The Finance Team are part of the HELOA UK Committee (UKC) and are accountable for managing the money of the charity responsibly, accurately and supporting volunteers to achieve good value for money for members in line with the charitable objectives.

HELOA has a turnover of over £300,000 per year, 150 member institutions, 9 regional groups and a minimum of 5 large training events per year. The provision of accurate and detailed financial records is essential to the success and continued growth of the association.

There are a variety of financial procedures the team undertakes including budget profiles, audit preparation and payment of invoices and expenses throughout the year. The Finance Team includes one Finance Manager and one Vice Chair (Finance). The VC (Finance) is an elected role lasting for 3 years and they must be a member of HELOA.

What will you get to do?

In this role you will:

- Be the financial controller for the charity and one of the signatories of the bank account
- Work with trustees to allocate their budgets and liaise with and support them to monitor their spend through reporting
- Together with the Office team, complete the day-to-day finance processes and continually review the costs incurred and charged by HELOA to ensure value for money for its members
- Work with the Finance Team and wider UK Committee to implement HELOA's strategic goals.

What will you get to learn?

- Trustee responsibilities and controller of over £300,000 of turnover for a charity
- Budget profiling, management and reporting
- How to use Sage One software
- Writing strategic financial documents for operational use and reporting to members and trustees
- Policy and procedure development and management
- Financial management practices of a charity.

The Vice-Chair (Finance) will be expected to:

Accounting

- To oversee the recording of all income to and expenditure from the charity's accounts in Sage accounting software
- To prepare reports on all budget income and expenditure against the budget for each UKC meeting
- To check and pay all expense claims and invoices associated with HELOA
- To propose an auditor each AGM and arrange for the auditing of the annual accounts for submission at the end of the financial year (1 April to 31st March).
- To report at the Annual General Meeting of HELOA detailing projected final spend and income for the year and propose the budget for the next financial year.
- To liaise with the UK Vice-Chair (Governance and Policy) to prepare and submit financial information to the charitable commissions in England, Wales and Scotland.

Budgeting

Annually to:

- Receive HELOA budget requests from trustees for funding in October to set the overall next financial year budget ready for sharing of AGM papers in November. These include for Training, Partnerships, Communications, Groups, the Office, and UKC.
- Recommend Annual Membership Subscriptions fees effective from 1 April each year, for approval by the trustees.
- Liaise with the VC (Training) to agree the delegate rates for HELOA National events.

Forecasting

- To prepare ahead of each UK Committee meeting a financial report usually consisting of an Income and Expenditure forecast and a report on payments made in respect of all budget lines, shared with trustees.
- To communicate strategic financial direction to the membership.

Administrative

- To liaise with the UK Vice-Chair (Administration and Membership) and the HELOA Office on the process for invoicing members Annual Subscriptions and National events, and providing assistance where required.
- To provide support to the HELOA Office with consolidating payments in Sage Accountancy software, where needed.
- To continually review the financial policy and procedures document to ensure best practice is being followed and any regulations are being met.
- Co-signer with the VC (Training) for National training event contracts with venues.

The Vice-Chair (Finance) will be expected to:

Leadership

- Provide strategic direction and training to the Finance Manager and meet monthly to provide support and disseminate information from the executive committee and review processes and operational work.
- Provide constructive challenge and support to trustees about management of their budgets and financial decision making relating to spending charity money in line with the [6 main duties of the essential trustee.](#)
- Lead on crisis management relating to HELOA finances, as financial controller of the charity finances.

Time commitment for the role

On average the role requires 12-13 hours each month to complete business as usual work for this role, which is usually a mixture of attending meetings and carrying out work/communicating with trustees and UKC. Additional work through ad-hoc issues that may arise where decisions and actions are needed from VC (Finance) can occur and will require time to respond in addition to this.

Workload is not spread evenly across the year, and busy times in the year for this role are:

April

- Preparing documentation for the auditor and answering queries to share accounts and audit with trustees for approval, ahead of AGM.
- Reporting at the end of the financial year, the final spend to trustees.

May

- Paying expenses of UKC for the meeting. Attending UKC and preparing updates for UKC.

October- November

- Preparing AGM documentation including budget for next financial year, liaising with all trustee budget-holders.
- Supporting the charity commission submission.

December-January

- Payments to suppliers for the National Conference, and attending UKC meetings and the National Conference. Paying expenses to UKC for attendance of these. Attending AGM and delivering finance updates.

What are we looking for?

- Excellent attention to detail and communication skills.
- High levels of integrity.
- Proactive and team player.
- Excellent prioritisation and time management skills as your HELOA duties will have to fit in around your day job.
- Fast learner- training will be provided but will need to quickly learn Sage Accountancy software, have access to the charity bank account and HELOA shared systems, in addition to learn quickly about the role of a trustee.

Reporting Procedure

The VC (Finance) is part of the executive committee. The Finance Manager will report to the UK Vice-Chair (Finance).

Remuneration

Roles with HELOA are undertaken on a voluntary basis. HELOA covers all travel, accommodation and sustenance costs for UKC meetings. A funded place at National Conference will be provided for the duration the individual is in post.



What's it like in practice?

After volunteering in the Partnerships Team for HELOA for two years, I stepped into the VC (Finance) role and my first experience of the HELOA executive committee in 2022. I applied wanting to learn more about the financial management of the charity and contribute towards ensuring that each area of HELOA was sustainably funded and therefore resourced to meet the strategic aims for its members. This was also a move from an appointed role into a trustee position.



I've gained a unique opportunity to oversee the finances of a small, yet growing charity, gain senior leadership skills through working with the executive team and trustees who are budget holders, to project costs for the next financial year (1 April- 31st March) while monitoring spend for the current financial year. This has required excellent planning and communication and attention to detail of the finances. It's been essential to understand the greater financial impacts of inflation and its impact on the charities finances buying services for its events and UKC and group meetings, while balancing the value for money to the membership institutions. I've also worked with and managed a dedicated team of finance managers, who originally invoiced training events before this function was moved to the office team, as was originally the case before the move of the physical office. The finance manager is now the key liaison with the group chairs, to oversee their budgets.

Moving from partnerships which is a much more externally facing role into finance, more internally focused, has given me a greater opportunity to work closely with the fantastic office team, and engage with every area of UKC, communications, partnerships, training in particular, groups and governance. It's given me a greater understanding of the way HELOA works, the risks to the association financially and given me an opportunity to mitigate some of those risks to support the future of the charity. I'm proud of the work I've achieved in collaboration with the UKC team of volunteers and Dawn and Louise in the office, and am grateful for the opportunity I have had to volunteer the last 5 years, with dedicated volunteers across the UK. I look forward to a new VC (Finance) to continue to improve on the foundations that have been made to date.

It's an exciting time to join HELOA, it's new strategy has included goals around sustainability of the charity and a commitment to equality, diversity and inclusion in its work and in a sector that's always changing, I'm certain HELOA will continue to respond to the needs of its members to continue to deliver excellent connection and support.

If you have any questions about the role, in confidence, don't hesitate to contact me on fiona.curry@cumbria.ac.uk

Fiona Curry - Out-going Vice-Chair (Finance)