

## Feedback Trustee Position: Financial Expertise

### About Feedback

Feedback is an environmental organisation that campaigns to end food waste at every level of the food system. We are unique in combining high-profile, innovative and inspiring public campaigning with hard-hitting research and expert advice on food waste reduction, which we communicate to decision-makers across government, business and the third sector. We specialise in shining a light on the hidden causes of waste across the food supply chain.

With a track record of changing the policies of some of the world's biggest food companies and reaching out to millions of people through our projects, our innovative campaigning style has helped to elevate food waste from a non-issue several years ago to one now recognised as an urgent international priority. After our success in the UK and Europe, we will now be expanding our work in the US in the coming year, with events and campaigns taking place in New York, Washington and across the country, as well as expanding and consolidating our work in the UK and Europe.

Feedback is overseen by a board of Trustees drawn from a range of professional backgrounds. Existing Trustees include seasoned campaigners and environmental specialists, as well as those with communications, business and finance backgrounds. We are keen to develop a diverse board, and encourage those of all ages and backgrounds to apply.

Find out more on our website: <http://feedbackglobal.org/>.

### Overall Purpose

Feedback's Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing our aims, objectives and goals in accordance with our governing document, and legal and regulatory guidelines. Specifically, Trustees are responsible for:

- Ensuring that Feedback and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
- Upholding the fiduciary duty invested in the position and undertaking duties in a way that adds to public confidence and trust in the charity
- Determining the overall direction and development of the charity through good governance and clear strategic planning.

### Main Duties - Trustee

- Ensuring Feedback complies with legislative and regulatory requirements, and acts within the confines of our governing document.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing Feedback in order for it to grow and maintain its relevance to society.
- Maintaining sound financial management of Feedback's resources, ensuring expenditure is in line with the organisation's objects, and investment activities meet accepted standards and policies.
- Interviewing, appointing and monitoring the work and activities of the senior paid staff if necessary.

- Ensuring the effective and efficient administration of the charity and its resources, acting as a counter-signatory on charity cheques and any applications for funds if necessary.
- Maintaining absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

### **Other duties specific to the role**

Alongside the Feedback Treasurer:

- Serving on the Finance and Audit Committee.
- Scrutinising Feedback's annual budget and reforecast, quarterly variance reports, statutory accounts and other relevant financial papers and providing appropriate recommendations to the Board.
- Providing oversight of Feedback's financial processes and controls, ensuring adherence to Charity Commission and Companies House guidance.
- Advising on the financial implications of the organisation's strategic plan.
- Ensuring that the organisation has an appropriate investment policy.
- Communicating with Feedback's Financial Controller and other senior staff where relevant on strategic financial issues.

### **Accountable to**

- Funders, beneficiaries, the Charity Commission, and Companies House.

### **Time commitment**

- Attendance at Board meetings (currently held quarterly, in central London on weekdays from 3 – 6pm)
- Attendance at occasional strategic planning meetings and ad hoc advice and support to senior staff and Board members, usually via email.
- Term for all Trustees is three years, with the option of re-appointment by mutual agreement.

### **Person Specification**

#### **General:**

- A commitment to the organisation and food waste as an issue
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Good interpersonal skills and the ability to work effectively as a member of a team

#### **Specific to this role:**

- Relevant financial qualifications and experience, including an accountancy qualification

- Experience of working in the charity sector, or a good familiarity with charity accounting practices and requirements
- A good understanding of best practice around budget and report presentation at a Board level
- Experience of preparing and/or analysing charity project budgets using a full cost recovery model
- Willingness to be available to review documents on at least a quarterly basis, and provide ad hoc support to the organisation between Board meetings

### **How to apply**

To apply please send your CV with a short statement about why you want the role and how you meet the person specification to Niki Charalampopoulou: [Niki@feedbackglobal.org](mailto:Niki@feedbackglobal.org).

If you would like to know more about any aspect of the position, please email in the first instance:

- Stewart Crocker (Interim Chair): [stewart@stewartcrocker.com](mailto:stewart@stewartcrocker.com), or
- Niki Charalampopoulou (Managing Director): [Niki@feedbackglobal.org](mailto:Niki@feedbackglobal.org)

**Feedback applies its Equal Opportunities Policy at all stages of recruitment and selection. Shortlisting, interviewing and selection is carried out without regard to gender, sexual orientation, marital status, colour, race, nationality, ethnic or national origins, religion or belief, age or trade union membership. Those with disabilities meeting the minimum requirements for the post will be shortlisted and reasonable adjustments will be made to ensure they are not disadvantaged during the interview process.**