



<p>JOB TITLE: Clerk to the Trustee Board</p>
<p>ROLE PURPOSE: To provide administrative support to the Trustee Board, Finance Committee and Property Committee</p>
<p>JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Providing administrative support for the Trustee Board, Chair of Trustees, Finance Committee, Property Committee, County Commissioner, Assistant County Commissioner – Finance and Assistant County Commissioner – Property • Manage information effectively and confidentially in accordance with legal requirements • Act as a first point of contact for Trustee Board members on procedural matters • Arrange meeting dates and book venues for meetings • Prepare agendas in conjunction with the Chair of the relevant committees • Attend meetings and take minutes • Collate and circulate agendas, minutes, papers, reports and other documents as required. Follow up on any action points • Maintain and update the list of Trustees and records as required by the Charity Commission, notify the Charity Commission of any changes. Send new Trustee Board members required documents • Maintain records for the Trustee Board as required, including ensuring DBS checks have been carried out if appropriate, expiry of role and succession planning • Maintain asset and equipment list for insurance purposes • Collate accounts to be entered in the statement of accounts on behalf of the County Treasurer for submission to the independent examiner • Ensure statement of accounts, details of accounts and signatories are obtained for every account held by individual Units, County, Trading Depots and Divisions from Division Commissioners and County appointment holders as appropriate. • Prepare a draft of the Trustee Statement for inclusion in the annual report to the Charity Commission, circulate draft to Trustees and amend as required • Collate application forms for grants • Maintain and update the County’s gift aid records • Process incident reports, complaints and maintain the risk register • Obtain insurance and supplier quotes • Process invoices • Provide administrative support to other committees and ad hoc committees of the Trustee Board as required • Managing correspondence by e-mail and post • Undertake appropriate and regular training to maintain knowledge • Any other duties as reasonably required by the County Commissioner
<p>How are your responsibilities monitored? Through regular review with the Chair of Trustees and nominated Trustee Board member</p>
<p>Location: County Headquarters and/or home based</p>
<p>Hours: 16 hours per week working on a flexible basis to include some evening and weekend work when required</p>
<p>Salary: £23,088 per annum, pro-rata</p>



Criteria:	
Essential	Desirable
Computer literate	Experience of working with sensitive/confidential information
Excellent communication skills	Previous experience of being involved in a Charity or business
Highly motivated with the ability to work under pressure and with minimal direction	Previous involvement with or knowledge of Girlguiding
Outstanding organisational skills	Previous knowledge of Charity Commission procedures/annual returns
Good standard of education	
Excellent written skills	
Key Relationships:	
County Commissioner/Chair of Trustee Board (Line Manager), Assistant County Commissioners, Trustees, Finance Committee members, Property Committee members, County role holders and Girlguiding volunteers from County, Region and National	
Application procedure:	
CV and covering letter (maximum of 500 words) detailing why you would be suitable for this role, giving examples of previous experience. This should be marked as Strictly Confidential and sent to the Chair of Trustees, Girlguiding Bristol and South Gloucestershire, 32 Somerdale Avenue, Knowle, Bristol, BS4 2XN or by email to trusteeadmin@girlguidingbsg.org.uk .	
All applications must be received by noon on 2nd February 2018. It is expected that interviews will take place week beginning 12 th February 2018.	
The successful candidate will be required to undertake an enhanced DBS check.	