



Trustee Recruitment

Trustee with Financial Expertise

Cardiff City FC Foundation is seeking new trustees to strengthen the expertise of the board and help us deliver our ambitious plans for the future.

A registered charity since 2009, the Cardiff City FC Foundation uses the power of sport and education to change lives. We understand that the unique appeal of the Cardiff City FC brand means that we can work with individuals and communities like no other charity can. Whether it's embedding healthier lifestyles, providing a boost to the local economy, developing skills for life, tackling inequalities or building more cohesive communities we deliver a diverse range of impactful projects.

Cardiff City FC Foundation trustees have legal responsibility for the direction and performance of the Foundation, and for guiding and monitoring the activities of Senior Management staff. The current Board of Trustees is made up of people from all walks of life who bring to the table a wealth of professional experience. Trustees bring both broad business backgrounds, and specialist skills and knowledge in key functional areas such as finance or marketing. We are currently recruiting someone with **financial expertise** to compliment an already strong board.

In all cases, Trustees offer their experience pro bono, lending the Foundation the benefit of their expertise as a volunteer. Reasonable expenses are remunerated. The term of office is 3 years; trustees may serve a maximum of 3 consecutive terms. The minimum time commitment is approximately four days per year, made up of board and sub committee meetings held in Cardiff. Trustees act as ambassadors for the Foundation and are seen as key supporters to the charity and to those who benefit from its activities.

Cardiff City FC Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Initial enquiries should be directed to Foundation Chair Tony Colville. Applicants will be invited for an informal visit to the Foundation, followed by a formal interview at a later date. To apply please register your interest with the Chair by e-mail: hr@cardiffcityfc.org.uk

Cardiff City FC Community Foundation Limited

Registered Office: The Pod, Capital Retail Park, Leckwith Road, Canton, Cardiff, CF11 8EG

t: 02920 23 12 12 e: info@cardiffcityfc.org.uk

[f](#) Cardiff-City-FC-Foundation [t](#) @CCFC_Foundation [g](#) JustGiving: CardiffCityFCFoundation

Charity Number: 01128443 | Company Number: 06799376. Company Incorporated in England & Wales.



Role Profile

Trustee (with Financial Expertise)

Role Purpose: To help direct and lead the Cardiff City FC Foundation

Key Responsibilities	Key Elements & Tasks
To provide leadership to the Cardiff City FC Foundation, as part of the Board of Trustees	<ul style="list-style-type: none"> Develop and monitor policy and strategy of the organisation Uphold the values of the organisation Ensure the organisation works in the most effective way to achieve its charitable mission Ensure the organisation is accountable
Maintain the highest standards of governance	<ul style="list-style-type: none"> Ensure the organisation complies with its governing document, relevant legislation and regulatory requirements Ensure the organisation carries out its purposes for the public benefit Act in the charity's best interests
Contribute to effective decision making by the Board of Trustees	<ul style="list-style-type: none"> Prepare for and attend up to 4 Trustee Board meetings per annum and relevant sub committee meetings as required Apply independent judgement to all issues under consideration at Board meetings
Contribute to effective financial planning & oversight	<ul style="list-style-type: none"> Serve on the Finance, Audit & Risk Sub Committee Ensure financial viability and development of the organisation Manage the charity's resources responsibly Ensure compliance with statutory accounting and reporting requirements
Fulfil the legal and best practice requirements of being a Trustee	<ul style="list-style-type: none"> Ensure the organisation complies with legal requirements and fulfils its obligations as an employer
Understand and promote the interests of the organisation	<ul style="list-style-type: none"> Understand the impact of changes in public policy and the external environment on beneficiaries and programmes Act as an Ambassador for the organisation

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Person Specification

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Characteristic	Essential	Desirable
Experience		
Professional accountancy qualification	✓	
Recent governance and financial experience in the private, public or voluntary sectors	✓	
Recent experience of corporate management at board level		✓
Experience of leading organisational change		✓
Skills		
Leadership skills including the ability to be objective, probe and question and act decisively when required	✓	
Demonstrate strong analytical skills with the ability to assimilate information and grasp complex issues quickly	✓	
Ability to listen and work with others, offering guidance and support to ensure effective decision making	✓	
Knowledge		
Understanding of the responsibilities of company directors and charity trustees.	✓	
Understanding of charity accountancy practices and requirements	✓	
Understanding of the charity sector regulatory environment		✓

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