



## Rooted Finance Trustee Role Description

### About Rooted Finance

Rooted Finance (RF) is a pioneering London-based debt advice and education Charity operating in England. We believe that problem debt is corrosive and impacts the quality of people's lives and costs society as a whole

Our services include emergency debt support for over-indebted individuals, preventative advice to protect people from getting into debt and smart money workshops to improve financial management skills.

The support we provide is designed to safeguard the essential needs of our clients and improve their financial wellbeing. Our advice and support teams help prevent homelessness, reduce food and fuel poverty and ensure clients are supported through vulnerable circumstances with empathy and dignity. Our service is primarily an in-person service, with an objective to serve the most vulnerable and excluded individuals in our communities.

Rooted Finance has built a strong track record in delivering quality advice and education services, and as the cost-of-living crisis continues to impact millions of people across the UK, we are embarking on an ambitious plan of expansion over the next 5 years. We are looking for three Trustees to join our Board at this stage in our development.

The Board needs to both support and drive our organisation, and we require a range of skills and experience within it. The key trait we seek is a commitment to helping some of London's most vulnerable residents find a sustainable solution to their over indebtedness. You will be willing to use your time, energy and networks to advocate for Rooted Finance which could involve bringing in funding to the organisation. As a Trustee, you will also play an active role in supporting the CEO.

You will work alongside the existing Board and CEO ensuring the optimum delivery of our mission and values. Passionate about poverty reduction, financial inclusion and excellent service, you will support the CEO and Board Chair, to ensure that the Board functions as a unified team to achieve the Charity's agreed objectives while keeping a strong focus on our mission and charitable aims.

**Remuneration:** The Trustee role is unremunerated, although expenses for travel may be claimed when travel to a location outside of normal Board meetings is required.

**Location:** London

**Time commitment:** Up to 4 Board meetings per year. Trustees are also expected to have occasional meetings or calls with the CEO and/or members of the Leadership team. The Trustees also hold shorter pulse check meetings between Board meetings, usually every 45 days. Trustees are encouraged to represent the Charity at various events and meetings with key stakeholders.



**Reporting to:** Chair, Board of Trustees

To apply, or for further information, please email Muna Yassin: [muna@rootedfinance.org.uk](mailto:muna@rootedfinance.org.uk)

More details on Rooted Finance can be found here: [www.rootedfinance.org.uk](http://www.rootedfinance.org.uk)

## **JOB DESCRIPTION FOR ROOTED FINANCE TRUSTEES**

### **Overall Purpose:**

The Rooted Finance Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. Trustees are also Directors of Rooted Finance Limited.

*Preference will be given to applicants who possess skills in governance, risk management, advice, Consumer Duty, public procurement or digital services.*

### **Main Responsibilities:**

- To ensure that the charity and its representatives' function within legal and regulatory frameworks and in line with the organisation's governing articles, continually striving for best practice in governance.
- To uphold the fiduciary duties vested in the position, undertaking such duties in a way that continually adds to public confidence and trust in the charity.
- To determine the overall direction and development of the charity through good governance and strategic planning.
- Providing strategic direction and counsel to the CEO and Senior Management Team to enable delivery of the charity's objectives and achievement of funder targets.

### **Main Duties:**

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



- Acting as a counter-signatory and reference on any applications for funds
- Acting as a signatory on the Charity's bank accounts (as required)

**Accountable to:**

As the Rooted Finance board is responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including service users, funders, the Charity Commission, the Financial Conduct Authority and Companies House.

Close attention must be given to the governing articles to ascertain the type of organisational structure and the range of interested parties.