



Role Description & Person Specification

Board Treasurer



‘The fruitfulness that changes lives and nations ripens in the valley of everyday, Monday to Saturday, ordinary living.’

Mark Greene, LICC Mission Champion

About LICC

In 1982, John Stott established LICC to help Christians integrate the gospel with all of life and impact contemporary culture. Nearly 40 years on, that mission continues. And the opportunities have never been greater! We believe we have a once-in-a-generation opportunity to embed whole-life discipling in the culture of the UK church.

98% of UK Christians aren't in church-paid work, and they spend 95% of their time outside church – at work, at school, at home, at the pub, store, gym or club – often with people who don't know Jesus. But most UK Christians feel neither envisioned nor equipped to live as disciples of Jesus in the places they normally go, amongst the people they normally meet.

At LICC, our vision is to see all Christians living as whole-life disciples of Jesus, flourishing wherever they are, for the glory of God and the life of the world. Through innovative resources and creative communications, our highly skilled and agile team works catalytically to change the culture of the church, build its missional capacity, and release the potential of the 98% to be disciples on their daily frontlines.

We work with individuals, church leaders, and training institutions and networks from across denominations, partnering with organisations including the Church of England, Elim, and Spring Harvest. We delve into the Bible, think hard about the culture we're in, listen carefully to God's people, and explore the challenges and opportunities they face. From what we learn, we prayerfully develop biblical frameworks, lived examples, practical skills, and spiritual practices that encourage whole-life, everyday discipleship.

We're looking for people with the character, the skills, and the vision to help us accelerate our movement's momentum, deepening our learning, growing our reach, and making the most of this season of great opportunity

Board Treasurer

Role Description

LICC's Board oversees the governance of the charity and helps to develop LICC's strategy and impact. Trustees work directly with the CEO and the Executive Team to ensure the organisation is well managed and effective. Every Trustee is an advocate for LICC and actively supports our work. The Board meets four times a year for an afternoon and has one annual away day.

As well as carrying out the general responsibilities of a Trustee (see below), the Treasurer chairs the Finance & Operations Committee, which oversees the financial, operational, governance, and legal matters of the charity. Supporting ambitious investment in our mission, the Treasurer informs the Board about the financial health of LICC and makes recommendations to both the Executive and the Board on financial strategy. The Treasurer also ensures the Board has confidence that effective financial policies and procedures are in place.

Person specification

- The Treasurer must be a qualified chartered accountant.
- They will have a good understanding of charity governance, proven financial and operational governance experience, and the ability to advise the Board on a balanced approach to risk management.

Treasurer's responsibilities

1. **Chairs meetings of the Finance & Operations Committee** and ensures that such meetings are conducted in an efficient and productive manner.
 - Develops the agenda for meetings in consultation with the Chair of Trustees, the Board Secretary (LICC's Operations Director), the Finance Director, and the HR Lead Trustee.
 - Establishes a schedule for regular meetings and determines when special meetings should be called.
 - Ensures the Committee has sufficient and timely information from the Management Team to make informed decisions.

2. **Serves as a principal source of advice and counsel for the Finance Director**, meeting regularly to support their work.
 - Works with the Finance Director to agree an annual budget for Board approval, as well as providing oversight and assurance to the Board in respect of LICC's financial strategy.
3. **Ensures the risk register is kept current and reviewed** so risks are owned and managed well.
 - Ensures appropriate and adequate insurance is maintained for the assets and insurable risks faced by the charity and the Board.
 - Ensures policies governing reserves, risk management, and HR are defined and maintained and that the Board is given assurance of their effective implementation.
4. **Governs the process for appointing external auditors**, meeting with them to review their findings and ensure appropriate follow-up takes place.
5. **Reviews and advises on the investment strategy** for LICC's funds.

Trustee's responsibilities

- **Actively supporting the mission of LICC** by attending events, promoting resources, championing the organisation, and helping to identify and cultivate relationships with partners, volunteers, and donors. Supporting LICC financially to the best of your personal ability (considering LICC one of your main charitable commitments during tenure as a Trustee) and inviting others to do the same.
- **Regularly attending Board meetings or giving apologies**, with the expectation that Trustees will attend at least three out of four meetings unless ill or absent on compassionate grounds. Preparing for meetings, reading all the appropriate material, querying anything that needs clarification, and thinking through issues in good time before meetings.

- **Acting within the governing document and the law** — being aware of the contents of the organisation’s governing document and the law as it applies to LICC.
- **Having an up-to-date knowledge of LICC**, including how the organisation works and the environment in which it operates. Being signed up to a broad range of regular communications from LICC and being aware of the portfolio of LICC resources.
- **Acting in the best interests of LICC as a whole**, considering what is best for the organisation and its beneficiaries and avoiding bringing LICC into disrepute.
- **Managing conflicts of interest effectively**. Registering, declaring, and resolving any conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- **Reviewing the financial commitments of LICC** and managing risk carefully and thoughtfully.

Trustee personal character and conduct

- **Seeking to live life as a Christ-centred, whole-life disciple**. Living in a way that is honouring to God and avoids reputational damage. Actively involved in local church, and willing to affirm LICC’s statement of faith.
- **Passionate about the growth and development of LICC’s mission**. Seeking to be prayerful, discerning, and active in the role — praying regularly for LICC and all its stakeholders.
- **Collaborating as a team player** who is prayerful, generous, relationally intelligent, open to new ideas, and self-aware. Working considerately and respectfully with everyone, honouring each other, respecting diversity, different roles and boundaries, and seeking to avoid giving offence. Actively engaging in discussion and debate and contributing positively in meetings, listening carefully, challenging sensitively and avoiding destructive conflict. Acting jointly and collectively and accepting majority decisions.

- **Respecting confidentiality** – understanding what confidentiality means in practice for LICC, its Board, and the individuals involved and acting accordingly.

Term of Office

The expectation is that the Treasurer will serve for two terms of three years each, with the possibility of a further term of three years depending on the needs of the Board.

The Treasurer role takes the equivalent of around 10-15 days a year. This is a volunteer role and reasonable expenses will be met.