

# The role of Non-exec Director of Finance at SSE Scotland

## Introduction

We know we can't solve all the world's problems ourselves. So we back the people who can. We support social entrepreneurs: people who take a business approach to tackling social or environmental problems. Through training, connections and funding we support them to start and scale vibrant, sustainable organisations. Through our global network, more than 1,000 leaders of social change benefit from SSE's support each year.

School for Social Entrepreneurs was initially brought to Fife in 2002 and since 2012 has been operating as SSE Scotland (SSES), delivering a distinctive year-long social entrepreneurs programme with funding from Bank of Scotland, BIG Lottery Scotland and Scottish Government. Whilst there are a number of organisations in Scotland providing short-term financial assistance and/or consultancy support to social entrepreneurs, the long-term support provided by SSE is unique. This enables us to genuinely accompany social entrepreneurs on their individual journey and help them to develop both the entrepreneurial know-how and emotional resilience they need to ensure the survival of their enterprise in the longer-term.

## What we're looking for

With considerable new funding secured from Scottish Government and BIG Lottery Scotland, SSES is preparing for a period of expansion. We are hiring new staff and are seeking a new, committed director to oversee financial management at a governance level.

## Our expectations of you

Directors take ultimate responsibility for the work that the organisation does, and the way in which it spends money, to achieve its aims. It is a big responsibility, focussing on the strategic direction of the organisation, agreeing plans and budgets, and holding the Chief Executive to account for the delivery of the plans.

### Key Responsibilities<sup>1</sup>

- To agree the vision, mission and strategic plan for SSES<sup>2</sup>
- To ensure that the operational plan and budget reflect the agreed strategic direction and are appropriate
- To monitor actual spend against the annual budget set
- To hold the Chief Executive accountable to any variance in planned spend and provide them with regular, constructive feedback on effective financial management
- To ensure that the company has satisfactory financial control systems and procedures in place, and to review the level of risk annually
- To safeguard SSES's reputation, and other intangible assets
- To reflect annually on the Board's performance and your own performance as a director.

### Key Tasks

- To attend quarterly Board meetings, read relevant papers in advance and be prepared to make a contribution
- To oversee the production of an annual budget and quarterly variance analysis reports for the Board
- To guide and support SSES administrator in effective bookkeeping and ensure monthly bank reconciliations are completed
- To support the CEO when requested, either through face to face meetings, phone calls or work in your own time

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<sup>1</sup> More on the legal responsibilities of Company Directors can be found [here](#).

<sup>2</sup> NB: The Chief Executive is the only Director that is responsible for directing the delivery of the company's objectives in accordance with the strategic plan, and the day to day operational management of the business and team.

- To respond in a timely manner to any requests for financial information or clarification
- To participate in the annual strategic planning Away Day
- To be prepared to act as a spokesperson for SSES
- To oversee the preparation of the Board's annual report and accounts

### **Board Members will also require:**

- An understanding of and commitment to the values of the SSE
- Willingness to devote the necessary time and effort
- Good, independent judgment
- Willingness to speak your mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
- Ability to work effectively as a member of a team

### **Time commitment**

It is a task that takes time to do properly; we estimate the equivalent of two days per month time commitment. The full Board meets once each quarter for an average of 2 hours.

Outside of these meetings the CEO will meet with directors to ensure they are kept up to date with developments and to consult on particular areas of expertise. Directors may also be asked to represent SSES at meetings with potential funders or influencers, or to attend or work alongside staff at events and receptions.

There may be sub-committees with authority delegated to them by the Board and meeting at other intervals.

### **Terms of office**

Directors stand for terms of one year, with the chance to be re-elected each year to a maximum of six years.

### **Responsibilities towards Employees**

- To treat any staff employed by the company with courtesy and respect. It is expected that employees will show you the same consideration in return.
- Board members will not ask or encourage employees to act in any way which would conflict with their own code of conduct

### **Member's Interests**

Board members must ensure that no conflict arises, or could reasonably be perceived to arise, between company duties and your private interests – financial or otherwise. You must declare to the Board any private interests which may or may be perceived to conflict with your duties as director. The rule will require you to remove yourself from the discussion or determination of matters in which you have a financial interest. In matters where you have a non-financial interest, you should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_