

# Finance Trustee Recruitment Pack



copyright ©CBM

Lusiana lives in a community vulnerable to climate change in Fiji.  
The disaster preparedness and response planning in her village has been inclusive.



**CBM UK**

[www.cbmuk.org.uk](http://www.cbmuk.org.uk) 0800 567 7000

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

## Who we are looking for

We're looking for a finance professional to join our Board of Trustees. If you have a **senior financial background** and a **passion for global justice and disability inclusion**, we'd love to hear from you. The role will serve on both our Board and our Finance and Audit Committee. Experience working with UK charities, either in finance, governance or audit, is desirable, but not essential. The role would suit an experienced Trustee, or someone considering their first Trustee role. This role will oversee the charity's financial performance and position, financial governance, and investment management.

## Who we are

Too many people face poverty and isolation, denied the chance to go to school or earn a living, just because they have a disability. CBM works in the world's poorest places to prevent blindness, improve health and transform the lives of people with disabilities. We know that disability and poverty are inextricably linked in a cycle. Disability often contributes to and deepens poverty on an individual, family and community level, and poverty increases the risk of disability. Disability cannot be addressed without also addressing the poverty that causes or exacerbates it.

For over 115 years, CBM has been transforming lives around the world. We work with local partners, making sure people with disabilities in some of the world's poorest communities have access to healthcare, education and a future when they can thrive. And when a disaster strikes, we're there providing emergency relief and support to people with disabilities and helping communities recover and rebuild.

With 42 UK staff, we're part of a Global Federation working across Africa and Asia. In 2025, with our partners, CBM UK supported more than 30 projects in 9 countries. This is a truly exciting time to join us as we embark on an ambitious new strategy, as we fight to end the cycle of poverty and disability. [You can read more about our impact here.](#)

As Trustee, you will play a key role in the oversight of the CBM UK strategic framework by which we seek to build a more inclusive society where people with disabilities can actively participate and increasingly influence at a local, national and international level. It is vital that we provide not only targeted support but also try to effect change in the structures and systems that make and keep people poor and marginalised.

If you share our vision of an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential, [please get in touch.](#)

## Governance

CBM UK is a private company limited by guarantee that is registered as a charity with the Charity Commission of England and Wales, and the Office of the Scottish Charity Regulator. There are currently eleven directors on the Board of CBM UK, bringing experience from a range of fields including international development, education, law, financial services and management.

These directors act as the Trustees of CBM UK and have ultimate responsibility for ensuring the good governance of the organisation. The Board takes this responsibility seriously, ever mindful of the imperative to deploy CBM UK's resources as responsibly and effectively as possible in the service of people with disabilities in the poorest countries of the world.

The Board is responsible for ensuring that CBM UK remains financially sound, and that its funds are properly deployed in the furtherance of the organisation's objects and in compliance with all relevant legal and regulatory requirements. As CBM UK is a member of a global federation, the Board also has a role in scrutinising the deployment of CBM UK funds through the federation.

The Board delegates the day-to-day management and operation of CBM UK to the CEO (Kirsty Smith) and through her to the staff team. The Board has responsibility for supervising the performance of the CEO and does so through a combination of periodic reporting requirements (the CEO typically delivering a report for each board meeting), regular meetings between the CEO and Chair, and an annual 360-degree appraisal.

Board meetings are held 4 times per year. Meetings are routinely held virtually, with one in person meeting taking place annually in Cambridge. The Board also has a number of committees that meet virtually between Board meetings, as well as regular contact between the Chair and the CEO.



# Person Specification & Trustee role

## Person specification

- a) Senior financial background
- b) Experience working with UK charities (finance, governance or audit) is desirable, but not essential
- c) Understanding of UK SORP is desirable, but not essential
- d) Strategic vision
- e) Commitment to the aims and work of the organisation and its core values
- f) Willingness to devote the necessary time and effort, and capacity to attend at least 3 out of 4 meetings per year as well as serve on one committee
- g) Sound independent judgement
- h) Ability to think creatively
- i) Willingness to speak their mind
- j) Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- k) Ability to work effectively as a member of a team
- l) Sympathetic to the Christian values of the organisation.

## Details

**Time commitment:** Approximately 6-10 days per annum.

**Remuneration:** Trustees do not attract any financial remuneration, though all reasonable expenses will be reimbursed.

**Location:** Flexible, but able to attend meetings in Cambridge once a year.

**Term:** 3-year initial term, with potential to be reappointed for a second term (maximum 9-year tenure).

**Reporting to:** The Board.

## Purpose

The Board of Trustees is responsible for overall governance and strategic direction of CBM UK, developing CBM UK's aims, objectives and goals in accordance with its governing documents, and legal regulatory requirements.

## Duties of a Trustee

- a) To ensure that CBM UK complies with its governing document, charity law and any legislation or regulations, and with the prevailing ethics applicable to the charity sector and to the international development sector
- b) To ensure that CBM UK pursues its objects as defined in its governing document
- c) To ensure CBM UK uses its resources exclusively in pursuance of its objects: CBM UK must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- d) To approve overall policy, define goals and agree targets
- e) To safeguard the good name and values of CBM UK

- f) To ensure the effective and efficient administration of CBM UK
- g) To ensure the financial stability of CBM UK
- h) To protect and manage the property of CBM UK and to ensure the proper investment of CBM UK's funds
- i) To take appropriate professional advice in all matters where there may be material risk to CBM UK, or where the trustees may be in breach of their duties
- j) To appoint the Chief Executive Officer (CEO) and monitor their performance
- k) To maintain confidentiality about all sensitive/confidential information received in the course of the trustee's involvement with CBM UK
- l) To avoid any personal conflict of interest.

### **Other duties**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- a) Leading discussions at Board meetings on matters which they have expertise
- b) Providing guidance on key issues or the development of new initiatives relating to matters in which they have expertise
- c) Ensure active engagement in following how CBM UK's work is going
- d) Offering advice and practical support to the Chair and the Board between meetings
- e) Profile raising - acting as an advocate of CBM UK
- f) Undertaking speaking engagements if required
- g) Contributing to CBM UK publications or resources with personal stories, reports, photos of visits to CBM UK events or projects, etc.

### **Accountability**

Trustees are accountable to a variety of stakeholders including funders and the Charity Commission; and are responsible for considering the needs and rights of project participants.

# Diversity and Safeguarding

Respect and compassion are at the heart of all that we do, and this reflects in our culture. We are an organisation based on Christian values, welcoming staff of all faiths and none. It's the basis of why we do what we do, striving to build a just and equitable world in which all people are included, loved, valued, and respected. We work with partners of all faiths and none, according to the greatest need.

CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race, including colour, nationality, ethnicity, or national origin, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our project participants, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

We are committed to promoting diversity, equity, and inclusion in all that we do. We are accredited as a Disability Confident Employer, a Living Wage Employer, a "We Show the Salary" Employer, and a supporter of the Age-Friendly Employer Pledge. These recognitions reflect our dedication to creating a fair, inclusive, and supportive workplace for everyone.

If you need any support or reasonable adjustments during the recruitment process, please don't hesitate to contact us at [email us](#).

**We encourage anyone interested to apply.** We acknowledge that our current Board of Trustees is not as diverse as we would like it to be and therefore strongly encourage applications from individuals currently under-represented on the Board including people with lived experience of disability. We offer a full induction and training opportunities to all Trustees to support them to fulfil their role.

## How to apply

More information about CBM can be found by visiting our [website](#). If you wish to discuss this opportunity in more detail, please [email Laura Parkes](#) to arrange an informal chat.

Applications in the form of a CV and covering letter are invited and should be sent to [Laura Parkes](#).

**We look forward to receiving your application.**