

Treasurer Role Description

Age UK Kensington & Chelsea

Specific responsibilities of the Treasurer:

- Chair the Finance and Risk Committee (4 meetings per year) which has delegated responsibility for setting and overseeing the financial framework for Age UK Kensington & Chelsea
- Support the members of the Board in their understanding of the financial position of Age UK Kensington & Chelsea
- Be appointed as a Director of our trading arm, Age United and attend four Age United Board meetings per year
- Risk management: ensure risk framework is reviewed and updated regularly, and presented to Board at least annually
- Oversight of annual accounts and audit for Age UK Kensington and Chelsea and Age United : ensure these are carried out in a timely, efficient way. Liaison as necessary with auditors
- Support to Director of Finance and Resources, as appropriate;
- Advise the Board on budgets, forecasts etc
- Fundraising: ensure Fundraising progress against targets is reviewed at Committee level on a regular basis
- Oversee development and review of appropriate financial policies, including reserves policy
- Ensure that the charity has appropriate documented financial delegations and advise the Board on such
- Ensure that the charity has appropriate financial indicators/measures and advise the Board on such

Trustee and Treasurer Person Specification

Treasurer: role specific specifications

Essential

- Has a recognised accountancy qualification
- Good knowledge of charity accounting
- Experience of Board work as either a member and/or adviser
- Experience of overseeing and/or preparation of annual accounts and statutory audits.
- Experience of organisational risk management and related policies and procedures

Desirable

- Experience of charitable income generation and fundraising

Trustee

Essential

- Understands and is committed to the culture, ethos and purpose of Age UK Kensington & Chelsea
- Experience of successfully working in a leadership or governance role
- Experience of successfully dealing with strategic issues, interpreting complex information and business planning
- Experience of acting as a credible ambassador for an organisation and able to make connections with other organisations, communities and agenda to enable Age UK Kensington & Chelsea to achieve its objectives
- Brings and applies specialist knowledge and experience in a range of contexts
- Excellent communication and listening skills – able to communicate concepts and issues effectively
- Is able to commit, flexibly, the time and attention to learn about and contribute to Age UK Kensington & Chelsea’s work
- Excellent communication and listening skills – able to communicate concepts and issues effectively
- Able to self-manage effectively to fulfil the requirements of this role
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Trustee Overall responsibility:

Work as a member of the Board to contribute experience, expertise and insight and to add value to strategic development and governance of Age UK Kensington & Chelsea to ensure that it is a robust and dynamic charity which supports all elderly people in our community.

Commit to the [Nolan seven principles](#) of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All our Trustees:

- Are committed to Age UK Kensington & Chelsea and act in its interests at all times, safeguarding our reputation and values and ensuring that we pursue and deliver our charitable objects and purpose

- Have an understanding of the legal and regulatory duties of trustees and ensure that Vista complies with its Articles of Association, charity law, company law and any other relevant legislation and regulation
- Maintain an awareness of our organisation and the environment in which we operate and contribute to our continuing development
- Bring positive, independent judgement and the ability to think creatively and to constructively challenge to secure the continued sustainability of our charity
- Work effectively as a member of the Board and recognise, respect and welcome diverse, different and, at times, conflicting views of colleagues
- Use their specialist knowledge and skills to add value to Age UK Kensington & Chelsea's work and to help us to build and grow partnerships and relationships
- Prepare for, attend and participate actively in Board and subcommittee meetings and in support of allocated lead roles, working groups or other governance functions
- Maintaining an overview of the organisation's financial affairs, ensuring its financial viability and ensuring that proper financial records and systems of internal controls are maintained
- Provide effective financial governance to ensure the financial resources of the organisation meet its present and future needs including effective risk management, internal audit and business assurance resources
- Scrutiny of financial (and business) performance metrics
- Overseeing and approving budgets, forecasts and financial statements
- Take responsibility for their own learning and development and participate in the development of the board as a whole
- Maintain the respect of beneficiaries, other stakeholders and the public by being credible ambassadors for Age UK Kensington & Chelsea
- Will maintain confidentiality about any sensitive and confidential information received as a Trustee and take appropriate action when required

Trustee Terms and Conditions

Time Commitment:

The standard role of Trustee and Treasurer will require a time commitment of on average 1-2 days per month days per annum.

This would include:

- 4 Board meetings per annum (c3 hours per meeting)
- 4 Finance and Risk Committee meetings per annum (c2 hours per meeting)
- 4 Age United Meetings per annum (c1 hour per meeting)
- Ad hoc Board-led working groups where necessary
- Contact with the Finance Director outside of meetings to agree Finance and Risk agendas and other ad hoc matters
- Preparation for meetings including reading time for all papers
- Contact with the Chair and other trustees outside of meetings, including Board development and appraisal, participating in induction and regular training
- Annual Board Development/Strategy Review Day
- AGM
- Trustees are invited to carry out formal and informal visits to services and attend events

Term of office:

An initial term of two years and may be reappointed for up to two further terms of three years each.

Remuneration:

These positions are unremunerated but reasonable expenses are payable.

Location:

Board and committee meetings are held both remotely and in our building at 1 Thorpe Close, London, W10 5XL.