



## **AGE UK ENFIELD – FINANCE TRUSTEE TO TREASURER**

### **Job Description**

Age UK Enfield is seeking a senior financial person to join as a trustee with the view to becoming The Treasurer at a later date. As well as the general duties and responsibilities of charity Trusteeship, their role is to:

- Attend the Finance and Audit Sub-Committee, providing financial insight on behalf of the Board
- Support the Treasurer in providing financial and accounting advice and support to both the Board and Director of Finance

### **On Becoming The Treasurer ...**

- Provide the public face of stewardship of the financial assets of the charity, ensuring that proper financial records and procedures are maintained.
- Provide advice, information and reassurance to the trustees on their financial stewardship responsibilities.
- Act as the leading interface between trustees and the charities Director of Finance on financial matters.

### **Specific Duties**

- Chair the Finance and Audit Sub- Committee and ensure that the Trustees receive copies of the minutes of meetings
- Advise Trustees on their financial duties and responsibilities and ensure that the financial information presented to the Board is comprehensive, accurate and timely
- Advise Trustees on the financial implications of the Charity's strategic plan.
- Ensure, in close cooperation with the Director of Finance, that an appropriate financial policy framework is in place to guide the charity's financial decision-making. In particular, clarity will be required on reserves, expense ratios and income mix questions.
- Develop a close understanding of the key assumptions in management's medium-term financial plan and annual budget proposals. Provide advice to Trustees on these matters.
- Advise Trustees on major financial issues which arise and which are outside the agreed boundaries of management authority, eg a proposed major new fundraising initiative or contracts to provide services.
- Meet the external auditor and the person responsible for internal audit, independently from the Director of Finance and Corporate Services, at least once a year.

- Develop an understanding of the key internal control features of the charity's operations and ensure that the organisation's financial integrity is sound.
- Where appropriate, ensure that any investments held are consistent with the aims, objectives and values of the charity.
- Provide advice and support to the Director of Finance
- Sign the statutory accounts
- Present the audited accounts at the charity's AGM, drawing attention to important points in a way that is easy for the audience to comprehend
- When necessary, take part in the recruitment of a Director of Finance.

### **Person Specification**

In addition to the competencies required of all Trustees the Treasurer is required to have:

- Chartered accountancy qualification (ACCA or equivalent) from a recognised accounting body. Experience of charity accounting (desirable)
- Experience of financial management within a private company or charity
- The skills to analyse proposals and examine their financial consequences
- The willingness to be available to the Director of Finance for support, advice and enquiries on an ad hoc basis.
- Experience of charity fundraising (desirable but not essential)