

**JOB DESCRIPTION**

**JOB TITLE: Trustee (Treasurer)**

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| **Location** | | **Reporting to: CEO/Chair** |
| **JOB PURPOSE**  Trustees are an integral part of our team at Age UK Bath & North East Somerset, working closely with senior executives, the leadership team, and internal staff to orchestrate our vision of growing an age-friendly community that enables individuals to age well.  In addition to the trustee role (see Role outline: Trustee Age UK Bath & North East Somerset), the Treasurer supports other trustees in carrying out their financial responsibilities and ensures that Age UK Bath & North East Somerset achieves its charitable objectives whilst abiding by its values and keeping within the law.  This role involves working closely with other members of the Board and the Chief Executive in the financial management of the Charity, to oversee the financial health of the Charity and has a Finance Group comprised of trustees, the Chief Executive and the Finance & Business Manager.  The Finance Group will support the Treasurer in the delivery of these duties and responsibilities as required. The Treasurer will also work closely with the charity Finance & Business Manager, supporting the production of Annual Accounts.  There will be specific tasks to set out authorisations in the governing document or related procedure agreed upon by the other trustees, for example, annual finance reports.  Trustees are a guardian of our values. They promote empowerment, advocating for older people to live life on their own terms, with dignity, respect, and independence. They foster inclusion, striving to create a diverse and inclusive community where everyone is valued and can participate. They champion collaboration, working alongside older people and other stakeholders to effect positive change. They are dedicated to delivering high-quality services that meet the identified needs of older people, consistently seeking to improve our practices and processes. Finally, they uphold accountability, taking responsibility for our actions towards the older people we serve, our community, our funders, and our stakeholders. | | |
| **KEY RESPONSIBILITIES**   * Present and explain financial reports to the Board in a format that helps the board understand Age UK Bath & North East Somerset's financial position * Advise the board members and Chief Executive on how to carry out their financial responsibilities and provide guidance for the Finance & Business Manager as required * Liaise with professional advisors and auditors, agreeing on appropriate additional support with them e.g. training and induction for trustees * Oversee the preparation and scrutiny of annual accounts, budgets, and financial statements * Update and present Age UK Bath & North East Somerset's financial accounts to members in a comprehensive way in the Annual General Meeting * Ensure that there are appropriate investment and insurance policies implemented in Age UK Bath & North East Somerset, which align with [Charity Commission Guidance](https://www.gov.uk/guidance/charity-commission-guidance) * Assist day-to-day financial activities, evaluation, and reports where this is necessary e.g. supporting the charity with financial modelling of new service opportunities. | | |
| **COMPETENCIES -** Those competencies listed as essential will form part of the key criteria for selecting candidates for the role.  The organisational values of Age UK Bath & North East Somerset are as follows:   * **Empowerment:** We believe in empowering older people to live their lives on their own terms, with dignity, respect, and independence**.** * **Inclusion:** We are committed to working with older people to create a diverse and inclusive community, where everyone can participate and contribute. We challenge ageism wherever we find it, and work to promote positive images of ageing. * **Collaboration:** We are steadfast in our belief in working collaboratively with older people and other stakeholders, to create positive change and achieve our shared goals. * **Quality:** We are dedicated to delivering high-quality services that meet the identified needs and priorities of older people, and to continuously improving our practices and processes. * **Accountability:** We are accountable to the older people we serve, our community, our funders, and our stakeholders, and we are committed to being transparent and responsible in our actions. | | |
| **RELEVANT FUNCTIONAL/TECHNICAL SKILLS OR INDUSTRY EXPERIENCE** | | |
| **Essential** | **Desirable** | |
| Financial qualifications & experience | Experience in charity finance, fundraising & pension schemes. | |
| The skills to analyse proposals and examine their financial consequences |  | |
| Being willing to suggest recommendations that may not be popular with the board. |  | |
| A willingness to be available to members of the Finance Group for advice and enquiries |  | |