

## **Finance Lead Trustee – Summary of role**

### **Introduction**

We are looking for an enthusiastic and committed individual, with a keen interest in financial matters, to become a trustee with Age UK Cheshire East. You will play an important role in a local charity that provides a number of valuable services helping older people meet the many challenges they face in later life.

### **The Role of the Board of Trustees**

The Board of Trustees is responsible for the good governance of the charity, ensuring that Age UK Cheshire East makes the most effective use of its resources and sets a strategic direction which meets its charitable aims. Whilst the day-to-day management of the charity rests with the Chief Officer, as a trustee, you are legally responsible for the charity's money and property, and also act as a director of a company limited by guarantee, whose activities are governed by both Charity and Company legislation.

### **Summary of the role**

You will provide scrutiny and oversight of the work of the charity, with a particular focus on financial issues. This will include providing the Board with the reassurance that the finances and the related processes are operating effectively, ensuring best use of the charity's resources. You will use your financial knowledge and experience to undertake a monthly review of the Charity's management accounts, assisting the Management Team in achieving the charity's financial targets, as well as providing the necessary oversight of the annual audited accounts process.

### **Personal Contribution**

You are expected to contribute specific skills, interests and contacts as a Board member, and play an active part in the work of the Board, fulfilling such other duties or assignments that may be required from time to time.

### **Term of Office**

You will serve for three years from the date of election and are eligible for re-election enabling you to serve a maximum of six consecutive years.

### **Time Commitment**

You will be required to attend monthly meetings of the Finance & Audit Committee, as well as six meetings of the Board itself, along with a small number of other ad-hoc meetings/events.

### **Expenses**

The position is unpaid, although travel expenses may be claimed.

A more detailed role description is available on request.

*August 2018*