



# Age UK Exeter

Treasurer Recruitment Pack  
Spring 2022

## A Welcome from our Chair, John Cartridge

Dear Candidate,

Thank you for your interest in joining Age UK Exeter's Board of Trustees as our Treasurer.

I have been a trustee of Age UK Exeter for 16 years and, in that time, have seen the charity adapt to meet the ever-changing needs of older people across Exeter. In that time, there have been both triumphs and challenges, but the charity has continued to work with our community to ensure that older life can be both enjoyable and fulfilling.

Like all organisations, we were significantly impacted by the Covid-19 pandemic. I am proud of the work that the charity did during this time, and that we have emerged from the past two years in a good position to continue serving our community.

We have recently hired a new CEO, Nicky Flynn, who is working closely with the board to develop the charity's strategy and activity following the pandemic. It is a very exciting time to join the organisation and to make a difference to the lives of older people in Exeter.

Following the retirement of our previous Treasurer, we are pleased to welcome applications to join our Board of Trustees in this rewarding and impactful role. While all applications will be judged on merit alone, we especially welcome applications from individuals from communities currently under-represented on our Board and across the charity sector.

The following document outlines the role of the Treasurer, and the essential and desirable qualities we hope to find in the successful candidate. Thank you again for your interest in joining our Board. I look forward to reading your application.



John Cartridge  
Chair of the Board of Trustees

## About Age UK Exeter

Age UK Exeter is an independent charity, working as part of the national Age UK federation. We are a leading charity in Exeter, working to support older people across Exeter to make the most of older life by delivering a wide variety of programmes.

These programmes include supporting people with dementia and their carers, helping older people to live independently in their home by assisting with everyday tasks, facilitating volunteer befriending, and our flagship social enterprise, Men in Sheds.

We are pleased to invite applications to join our Board of Trustees as our Treasurer, to help guide our strategy and financial performance. The successful applicant will join an experienced and dedicated board and empower the charity to better support older people in Exeter.

## Structure

Age UK Exeter is a registered company and a charity registered in England and Wales. We are governed by our board of trustees who are also our company directors. Trustees are appointed for an initial term of three years, and can be reappointed for further terms of three years each, at the discretion of the board.

Trustees are responsible for the strategy of the organisation and are ultimately legally and financially responsible. Day-to-day running of the organisation is delegated to the CEO, Nicky Flynn, who is accountable to the board of trustees.

## Role Description

Our Board of Trustees are essential to our success as an organisation. They hold the CEO and senior staff to account and ensure the charity executes its strategy to support older people in Exeter. The Treasurer undertakes the usual responsibilities of a Trustee and several additional responsibilities specific to the role.

The key responsibilities of all Trustees are:

- To ensure that Age UK Exeter complies with its governing document, charity and company law, and other relevant legislation.
- To empower the charity to pursue its objects as defined in its governing documents.
- To maintain adequate oversight of the financial performance of the organisation, ensuring that resources are applied exclusively in pursuit of the charity's objects.
- To work with other trustees and the CEO to set the vision, mission, values, and

strategy of the organisation.

- To support the CEO in managing organisational risk.
- To be an active ambassador for the charity and promote its interests within the community.
- To ensure the effective and efficient administration of the charity, both regarding the performance of the board and staff.
- To support staff with relevant queries or challenges on an ad hoc basis.
- To always act in the best interests of the charity.

The additional responsibilities of the Treasurer are:

- To maintain high-level oversight of the charity's financial performance and communicate this to other Trustees as required.
- To provide financial insight and information to the board to further its activity in guiding the organisation's strategic direction.
- To attend and actively contribute to the Finance and General Purposes Committee.
- To work with trustees and staff to ensure reports required by regulators and funders (e.g. annual accounts) are produced to a satisfactory standard and in a timely manner.
- To scrutinise the financial elements of proposals made by other trustees or staff.
- To support other trustees and staff to ensure the charity's strong financial performance.
- To ensure prudent financial records and procedures are maintained.

There may, from time to time, be other tasks required of trustees, including the Treasurer. These include representing the charity to key stakeholders, attending events, and supporting staff and other volunteers.

## **Time Commitment**

The Treasurer attends meetings of the Board of Trustees and the Finance and General Purposes Committee. Both groups meet every two months for approximately two hours in the evening during the week. In addition to attending meetings, trustees are expected to read relevant information and provide input into decisions.

## **Person Specification**

### **Essential**

- A financial or accounting qualification (e.g. ACA, CIMA, etc) or senior experience in a finance role

- A keen interest in and passion for the work and objectives of the charity
- The ability to think strategically and consider the 'big picture'
- The ability to work well as part of a team
- The ability to solve problems creatively
- The willingness to speak honestly, even when your opinion may be unpopular
- A good understanding of the legal duties, responsibilities, and liabilities of Trustees
- The willingness to volunteer the required time to fulfil the responsibilities of the role

## **Desirable**

- Knowledge of fundraising within the charity sector
- Experience working with pension schemes
- Experience supporting social enterprises

## **How to Apply**

To apply for this role, please email your CV and a short supporting statement (maximum 5000 characters) to Nicky Flynn, CEO, at [n.flynn@ageukexeter.org.uk](mailto:n.flynn@ageukexeter.org.uk). Your supporting statement should address how your experience and skills meet the criteria listed in the person specification, as well as what motivated you to apply for the role.

## **Recruitment Timetable**

The deadline to submit your CV and supporting statement as above is 5pm on 13 May 2022. We regret that we cannot consider any applications received after this time.

We hope to hold interviews in April and May, either in person or by video call.

Applicants will be notified of any changes to this timetable with appropriate notice.