

**Role: Treasurer**

**Background:**

Age UK Herefordshire & Worcestershire is a local independent charity affiliated nationally to Age UK England through a Brand Partnership agreement.

Our aim is to improve the quality of life for all older people across Herefordshire and Worcestershire by promoting choice, opportunity and independence, by providing direct services to older people, supporting others who provide services, liaison, awareness raising and campaigning.

We have three core objectives:

- To promote positive attitudes towards ageing
- To provide direct support and other services, and
- To raise the standards of those providing services to older people

Age UK Herefordshire & Worcestershire is a registered charity in England and Wales, number 1080545, and company limited by guarantee number 3942023.

**Role Description:**

***Outline***

The role of the Treasurer in Age UK Herefordshire & Worcestershire is significantly different from many charities. Age UK Herefordshire & Worcestershire has a full complement of accounts staff to service the operational needs of the organisation and produce appropriate statutory and management accounts.

As such, following discussions with the Treasurer, the following criteria have been identified as appropriate for the role.

***Duties:***

- provide advice and guidance to the Board on Fiscal issues relating to the Charity
- attendance at Age UK H&W Board meetings (approximately 4 times per year)
- attendance at Age UK H&W Finance Committee meetings (approximately 6 times per year)
- attendance at occasional Task & Finish Groups where finance is a key issue (eg. Budget review; Risk assessment)
- an ad-hoc requirement to approve certain payments
- additional commitment around Audit (usually July) and reporting to the AGM
- ad-hoc support to the Head of Finance and CEO on financial issues

**Skills:**

- A suitably qualified Accountant (E)
- SORP Knowledge (P)

**Experience:**

- In dealing with 'Medium Sized' (£250K+) Charity Organisation Accounts (P)
- As a Trustee or employee of a Charity (P)
- In a business or Social Enterprise (P)
- In charity Corporate Governance issues (P)
- Sage Accounting System (P)

*(E = Essential; P = Preferred)*

**Obligations:**

- **Organisation**
- **Board of Trustees**
- **Charity Commission**
- **Companies House**