



# **Treasurer Information pack**

# Welcome

Thank you for your interest in the role of Treasurer at Age UK Islington.

We are looking to recruit to this role on our Board of Trustees as our current Treasurer will be standing down at the end of this year.

This is a genuinely exciting opportunity and provides a key strategic seat at the table, for this incredibly well respected and funded charity, at a time when the work of the charity is more needed than ever. In this sense it is certainly a more impactful Treasurer role than many.

## **Our Charity**

Age UK Islington is an independent charity and part of the Age UK network.

Age UK Islington's (AUKI) mission and purpose is to promote and assist the wellbeing of people in and around Islington. The primary beneficiaries of the charity are people over 55 living in the London Borough of Islington. We provide social prescribing and care navigation support to people who are 16+, those living with long term health conditions and a specialised service for unpaid carers. Another major focus is on reducing social isolation and loneliness.

All our services are oriented towards helping people identify and solve problems before they turn into crises or become impossible to manage without intrusive and costly statutory help. An important part of our work is bridging the gap between formal services and the range of fantastic support and activities available from a range of agencies, with a focus on linking clients to wider prevention and sustaining systems and means of support. This involves deeper and wider integration into and with other services. This provides efficient and earlier connections to non-clinical services, serving to assist prevention, improve client control and provide client optimism.

We are not only a registered charity but are a company limited by guarantee. All trustees are directors of the company.

Age UK Islington (previously known as Age Concern Islington) is part of the 120 Age UK Network of charities.

Last year (April 2023 to March 2024) we supported over 5,000 Islington residents. We have a team of 46 staff and 60+ volunteers.

## **Role summary**

We are seeking a trustee with a finance and/or accounting background who will work with the Board of Trustees and Management by maintaining an overview of the organisation's finances, ensuring financial viability, advising and guiding on financial requirements and best practice and to provide advice, assistance and information to Trustees (Committee Members) on their financial stewardship responsibilities.

There is also a more 'hands-on' function managing the charity's investments and cash deposits.

Age UK Islington have two financial posts on the staff team – a Support Services Manager and a Finance and Operations Administration Officer. Management Accountancy services are provided by an external provider.

## **Main responsibilities**

1. To chair and provide financial expertise and advice to the Finance Committee, ensuring the financial viability of Age UK Islington.
2. Ensuring, in close co-operation with the CEO, that appropriate financial policies are in place to guide Age UK Islington's financial decision making e.g. reserves policy, investment policy, financial procedures.
3. Develop a close understanding of the key assumptions included in the organisational strategy and annual budgets.
4. Advise trustees on major financial issues such as a proposed new service delivery contract or a major fundraising initiative.
5. Ensure the accounts are prepared and produced in formats required by funders and relevant statutory bodies e.g. Companies House, Charity Commission.
6. Meet with the external auditor, independently from the CEO, once a year.
7. If required, represent the trustees on the subsidiary trading company board (currently dormant).
8. Provide support and advice to the CEO, and through her/him, to finance staff.
9. Present the audited accounts at Age UK Islington's Annual General Meeting.
10. Ensure that Age UK Islington applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.
11. Monitor Age UK Islington's investment activities, ensuring they are consistent, and not in conflict, with Age UK Islington's objects, financial policies, and legal responsibilities.
12. Preparing and presenting reports for the Finance Committee and Board.
13. Contribute to the organisation's fundraising strategy.

## **Other**

14. Attend Board of Trustees meetings and other committee meetings as appropriate.
15. Support trustee colleagues to ensure that decisions taken at meetings are implemented effectively.
16. Attend strategy and training days that may be held periodically.

17. Sitting on recruitment, appraisal and disciplinary panels as and when required.
18. Work in partnership with the Chair, CEO and Senior Management Team to support the staff team by helping them to achieve Age UK Islington's aims and in optimising the relationship between trustees and staff.

### **Statutory duties of all trustees**

19. Ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
20. Ensure that the charity pursues its objects as defined in its governing document.
21. Ensure the charity uses its resources exclusively in pursuance of its objects.
22. Contribute actively by giving strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
23. Safeguard the good name and values of the charity.
24. Ensure the effective and efficient administration and financial stability of the charity.

### **Trustee personal skills and experience**

1. A financial background as a finance director, management/chartered accountant with a financial qualification, ideally also strategic and business planning experience.
2. Skills to analyse financial information and proposals and examine their financial consequences.
3. A preparedness to make unpopular and difficult recommendations to the Board.
4. Experience of collaborative working.
5. Good communication and interpersonal skills.
6. Impartiality, fairness and the ability to respect confidences.

7. Tact and diplomacy, willingness to challenge and constructively criticise.
8. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, including Companies House and Charity Commission.
9. Commitment to Age UK Islington's aims and values and willingness to devote time to carry out responsibilities.
10. A willingness to be available to staff and trustees for advice on an ad hoc basis.
11. Some knowledge/experience of working or volunteering in the Charity Sector.

## **Terms of office**

Trustees are appointed for a three-year term of office, renewal for two further terms to a maximum of nine years.

This is a voluntary position and reasonable expenses are reimbursed.

## **Time commitment**

### **Finance Committee**

You will be required to attend six Finance Committee meetings which currently take place online on Mondays at 5.00pm.

### **Board of Trustees**

Also, you will attend six Board meetings annually which take place at 6.30pm usually on Monday evenings in person at Manor Gardens.

In addition, trustees need to ensure reading time for the papers sent before each meeting.

You may, from time to time, attend strategy and training days and awaydays and offer ad hoc and occasional support through working groups and/or support to the executive team.

### **Committee membership**

Age UK Islington currently has three sub-committees of the Board which meet four to six times a year, generally on Monday evenings. All trustees serve on one or more of these committees. Ad hoc and occasional support through working groups and/or support to the executive team may be required.

**Please note the following key information before you apply:**

You must be at least 18 years old.

You must be properly appointed following the procedures, requirements and restrictions in Age UK Islington's governing documents (Articles of Association and Memorandum of Association).

The role of a trustee is voluntary and is not accompanied by any financial remuneration.

You must not act as a Trustee if you are disqualified under the Charities Act including if you have an unspent conviction for an offence involving dishonesty or deception (such as fraud), are bankrupt or have entered into a formal arrangement with a creditor (e.g. an individual voluntary arrangement) or have been removed as a company director or charity trustee because of wrongdoing.

## **How to apply**

For an informal, no-obligation discussion about this role please contact Sally Miller at [smiller@ageukislington.org.uk](mailto:smiller@ageukislington.org.uk)

To apply please submit your CV with a covering letter setting out your suitability for the role to Howard Sharman at [chair@ageukislington.org.uk](mailto:chair@ageukislington.org.uk)

**Following an initial discussion with one of our trustees, you may be invited to attend a Board meeting and interview panel.**