



## **NEW TREASURER WANTED FOR AGE UK MERTON BOARD**

Age UK Merton is an independent charity operating within the national Age UK network. We provide services for older adults in the London Borough of Merton in south west London. Our role is to ensure that older adults can easily access the support, services and care they need and to help older adults to live active and fulfilling lives. Our comprehensive services are specifically designed to support older people and reach around 3,000 Merton residents a year.

Age UK Merton has a strong and diverse Board comprising a group of Trustees from a wide variety of backgrounds. We are looking for a new Treasurer to join the Board at the AGM in November 2026, when our current long-standing Treasurer is due to step down.

### **Person specification – Trustee**

#### ***Essential***

- Commitment to Age UK Merton
- Willingness to devote the necessary time and effort
- Strategic vision
- Experience of operating at Board or senior level professionally
- Good independent judgment
- Ability to think creatively
- Understanding of the legal duties, responsibilities and liabilities of Trusteeship
- Ability to work effectively as a member of a team
- Ability to use and access IT

#### ***Desirable***

- Experience of the adult social care or health sectors
- Experience of being a charity Trustee
- Understanding of Merton as a place

### **Person specification – Treasurer**

In addition to the Trustee person specification set out above, there are a number of specific requirements for the Treasurer role.

- Financial qualifications and experience.
- Some experience of charity finance, fundraising and pension schemes.



- The skills to analyse proposals and understand their financial consequences.
- A preparedness to make unpopular recommendations to the Board.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

### Role description

Trustees have a number of core duties, including ensuring the organisation complies with its governing document, charity law, company law, and relevant legislation; ensuring it pursues its objectives as defined in its governing document; actively contributing to the Board in giving strategic direction to the organisation; ensuring the financial stability of the organisation; and ensuring the effective and efficient administration of the organisation.

In addition, Trustees should use any specific skills, knowledge or experience they have to help the Board reach sound decisions, including by scrutinising Board papers, leading discussions, focusing on key issues and working on sub-committees.

The role of the Treasurer is to maintain an overview of Age UK Merton's finances, ensuring financial viability and that proper financial record-keeping and procedures are maintained.

In addition to the duties of a Trustee, the duties of the Treasurer are:

- Chairing the Finance Committee and reporting on it to the Board.
- Ensuring the financial resources of Age UK Merton meet its present and future needs.
- Ensuring that Age UK Merton has appropriate reserves and investment policies.
- undertaking spot checks on payroll and online payments.
- Ensuring that appropriate accounting procedures and controls are in place.
- Advising on the financial implications of Age UK Merton's strategic plans.
- Ensuring that there is no conflict between any investment held and the aims and objects of Age UK Merton.
- Monitoring Age UK Merton's investment activity and ensuring its consistency with Age UK Merton's policies and legal responsibilities.
- Ensuring that accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies.
- Ensuring that accounts are scrutinised through the annual audit and any recommendations are implemented.
- Keeping the Board informed about its financial duties and responsibilities.
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.



### **Commitment required**

Trustees have a significant responsibility within the organisation, so it is important that you can commit time to read and consider papers and reports, attend meetings and contribute to discussions and decision-making. Trustees meet a minimum of five times a year. We alternate between in-person and remote meetings. We also have sub-committees which meet several times a year. Trustees are expected to devote the necessary time to ensure they are fully prepared to actively participate in all meetings.

### **To find out more and to apply**

If you are interested in applying, please send a CV (maximum 2-sides of A4) and cover letter (maximum 1-side of A4) to our chair, Tobin Byers, at [tobin@ageukmerton.org.uk](mailto:tobin@ageukmerton.org.uk). If you would like to have an informal discussion about the role with our current Treasurer, please contact Tobin who would be pleased to facilitate this. There is no deadline but interviews will be held on a rolling basis until a successful candidate is appointed.