



## **NEW TRUSTEES AND 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 to recruit at least one new Trustee and a new Treasurer to join the Board at the AGM in November 2026, when our current Treasurer is due to step down.

### **Person specification – Trustee**

#### ***Essential***

- Commitment to Age UK Merton and our values
- Willingness and ability to devote the necessary time and effort to the role
- Strategic vision
- Experience of operating at Board or senior level professionally
- Good independent judgment
- Good interpersonal skills
- 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, including Microsoft Office, Microsoft Teams and SharePoint

#### ***Desirable***

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

We are particularly looking for a new Trustee with experience of NHS primary care (either as a GP or as a practice manager) or with experience of NHS commissioning.

### **Person specification – Treasurer**



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

- Financial qualifications and experience.
- A strong understanding of analysing management accounts and forecasting cash flow.
- A strong understanding of creating and monitoring budgets.
- Some experience of charity finance, fundraising and pension schemes.
- The skills to analyse proposals and understand their financial consequences.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

### **Role description – Trustee**

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 Board discussions and 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 to reach sound decisions, including by scrutinising Board papers, leading discussions, focusing on key issues and working on sub-committees and working groups.

### **Role description – Treasurer**

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 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 AGM 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 six times a year, which usually includes four Board meetings, the AGM and an away day. Board meetings are held in the evening, with the AGM held in the afternoon and the away day held during a working day. We alternate between in-person and remote meetings. We also have sub-committees which meet several times a year, also in the evenings.

Trustees are expected to devote the necessary time to ensure they are fully prepared to actively participate in all meetings.

In addition to the above, the Treasurer would have a regular catch-up meeting with the Head of Finance.

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

If you are interested in applying for either role, 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 either of the roles with our Chair or 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.