



FINANCE TRUSTEE ROLE – AGE UK SURREY

Applications are warmly invited from potential volunteers who wish to join our Board of Trustees.

We are prioritising candidates with financial experience.

We do not require previous board experience and very much encourage applicants from across our diverse communities in Surrey. We will provide a wide range of support, training and development opportunities.

Hours: Approximately 3 - 6 hours per month

Supported by: Board and Chair of Trustees and CEO

Location: Meetings in Milford, Godalming with visits across Surrey.

Role: To work as part of the Trustee team in providing a governance framework for the Charity and to be able to make effective decisions and be accountable to the Charity Commission.

Skills: We are looking for Trustees for our Board at this time particularly who may have skills in:

Accounting / Finance

You would contribute actively to the Board of Trustees in defining: the strategic direction of the organisation, goals, targets, overall policy and evaluating organisational performance against agreed strategic targets.

You would protect the reputation of our charity.

You would attend quarterly Board meetings and, potentially, committee meetings held twice yearly. Attendance at Board Meetings is in person or remote

Role involves:

Maintaining an overview of the organisation's financial affairs, ensuring stability with accurate and timely reporting and advise Trustees as appropriate.

Advising fellow Trustees on the Board on the approval of budgets, accounts and financial statements and to assure the Charity Board of the organisation's financial integrity.

Advising on the financial implications of the organisation's strategic plans and key assumptions in the operational plan and budget.

Providing assurance that the financial resources of the organisation meet its present and future needs and to have an appropriate reserves policy.

Ensuring there is an appropriate investment policy.

Monitoring the effectiveness of internal financial controls.

Examine management accounts, budgets and provide reports to the Charity Board on a regular basis as needed.

Ensure statutory accounts are properly filed with the appropriate authorities and annual returns are submitted promptly.

Scrutinising Board papers and other communications.

Abiding by Age UK Surrey's policies and procedures and ensure these are effectively implemented.

Participating in activities to promote the Charity to our beneficiaries, funders and the wider public.

Be committed to the aims and values of the organisation.

Be willing to provide the level of commitment required for this role.

Think strategically, about our charity and about its future direction.

Think independently and creatively.

Challenge constructively and courteously.

Be a team player.

Comply with the Age UK Brand Partnership Agreement and Charity Commission guidance.

Be responsible for the financial position of the Charity, ensure it is operating efficiently and effectively, and delivers on the outcomes defined in its governing document.

Set the strategic direction and delegate operational responsibility to the CEO.

Ensure the organisation complies with its governing document, charity law, company law and any other relevant legislation and regulations.

Ensure the organisation uses its resources effectively. Protect and manage the property of the Charity and ensure the proper investment of the Charity's funds.

Applications with CV / Covering Letter to: volunteer@ageuksurrey.org.uk

Volunteer and Wellbeing Manager