



Recruitment of Treasurer

Candidate information pack

May - June 2023

About us

Age UK London is a charity that campaigns for an age-friendly London. We have been working to promote the interests of older Londoners for over 20 years and support the network of London Age UK's and other older people's organisations across all 33 boroughs.

Our CEO, Abigail Wood joined us in 2020 and under her leadership Age UK London has gone through a significant period of consolidation and transformational change, streamlining activities and organisational structure, whilst maximising our impact. We have a clear mission, vision and strategy and are in a stable, healthy financial position.



Our vision, mission and strategy

Our vision is of an age-friendly London, in line with the aims of the [WHO Global Network for Age-friendly Cities and networks](#).

Our mission is to campaign for specific change to improve the lives of older people and ensure that their experiences, needs and contributions are heard and taken into account by decision-makers.

We have adopted three key strategies to achieve our objectives:

- [Core campaigns](#) through which we will secure specific, sustainable changes to the policies and practices of decision-makers, and where appropriate encourage individual behaviour change, to improve the lives of older Londoners and make London an age-friendly city.
- Shaping the agenda by building relationships with key stakeholders through which we ensure that the experiences, needs and contributions of older Londoners are heard by decision-makers and form part of the public discourse on the future of London. Through our relationship with local Age UKs in London and other older people's organisations, we can bring data and insight on older Londoners' lives and use it to shape public policy discussions.
- Supporting the London network of local Age UKs. An age-friendly city relies on both campaigning and direct service provision, so we support the network of local Age UKs in London who deliver vital front-line services, and our campaigns and policy influencing are in turn informed by the insight gained via their service delivery.

The following principles underpin all our work:

- We champion the contribution older Londoners make to the city.
- We put older Londoners' views, experiences and wellbeing at the heart of what we do.
- We consider diversity and inclusion in all aspects of our work and seek to challenge the additional impact of ageism alongside other inequalities.
- We base our decisions on evidence not assumptions.
- We work with others who share these principles.

Our current strategic priorities:

- Building a strong track record of delivering campaigns that result in sustainable, positive change for older Londoners.
- Creating a robust evidence base assessing the progress London has made towards becoming an age-friendly city including through two-way conversations with the London Age UKs and using this evidence to determine our future campaigns.
- Supporting and motivating older Londoners to campaign for change so that our campaigns are shaped and delivered by older Londoners themselves.
- Making equality, diversity and inclusion a mainstream element of every aspect of our work, and actively considered in every campaign.
- Continuing to build a strong, effective and sustainable campaigning organisation, including developing a sustainable income stream and making our internal processes as efficient as possible.

Our most recent Annual Report can be viewed [here](#).

Diversity

We value equity, diversity and inclusion. We value and respect all the differences that make us who we are, including age, cultural background, ethnicity and race, disability and mental health, neurodiversity, gender, gender identity and expression, sexual orientation, social background and lived experience.

We believe that effective leadership and good decision-making are enabled through a diverse board membership, a culture of listening to, and acting on, diverse perspectives and, having board behaviours that embody respect, openness and constructive challenge. We have a diverse board and warmly welcome suitably qualified candidates who bring new perspectives



Recruiting a Treasurer

Background to the role

The Age UK London board comprises ten Trustees including our Chair, Imogen Clark and our Treasurer, John Cole, who both joined in 2017. To avoid both Chair and Treasurer leaving the board at the same time and to provide a smooth succession, the board has decided to recruit a new Treasurer in 2023 and new Chair in 2024. We thank John for his huge contribution to Age UK London and for guiding our financial decisions through the last six years. Although we are sad to see John go, we look forward to welcoming a fantastic new Treasurer this summer. Being in a steady and stable position as a charity, we feel that the Treasurer's role on the Age UK London board would lend itself well to a first-time trustee with suitable accountancy qualifications and experience.

We are a diverse, friendly, committed and effective board, and we foster a productive relationship with the Age UK London CEO, Abigail Wood, and her team. We are passionate about improving the lives of older Londoners and know how to get things done and achieve positive changes. If you feel you are the right person for the Treasurer role, we would be delighted to hear from you!

Being a Charity Trustee – what's involved

Every charity has a board – a group of volunteers who ensure that the organisation is effective in carrying out the purpose for which it was set up. Trustees have responsibility for overseeing the work of Age UK London, ensuring it is financially stable, well-run, and fulfilling its charitable objects.

Boards govern effectively by:

- Focusing on their governance responsibilities.
- Being clear about the role of the board vs the role of the executives and fostering good relationships between both.
- Ensuring the board itself operates effectively.

As an Age UK London trustee, you'll be an ambassador for the organisation and its work. You'll share our vision of an age-friendly London, in line with the aims of the [WHO Global Network for Age-friendly Cities and Networks](#).

What we can offer you

Becoming a trustee is a fascinating way to engage in the charity sector. It's a role that will give back just as much as you put in and often much, much more. A board role will reward the ambitious with a wealth of personal and professional skills which are valuable for both work and personal life. It will empower you with a new sense of contribution in the pursuit of a wider purpose.

Contributing to a great cause

There is no doubt that being a board member in a not-for-profit organisation is one of the most powerful ways in which you can contribute to a cause you really care about. As the Age UK London Treasurer, you will have an opportunity to have a real impact on our work using your accountancy skills and experience to provide strategic financial oversight and guidance, making sure we get things right.

Strategic experience

Strategic experience can be hard to come by. It can often take decades to find yourself in a role that requires strategic oversight. A charity trustee role is a fantastic way of getting a head start on this, at once allowing you to develop and hone your critical thinking, problem-solving and analytical skills as well as developing vital strategic sensibilities and team working skills.

Equally, for those who have already had some strategic responsibilities, a trustee role provides an opportunity to use those skills in a significantly different context.

Continued personal development

Joining a board can be a very interesting experience, not least because it allows you to adapt and apply everything you have learned to date into an entirely new context. Through a not-for-profit board role, you can gain a clearer idea of your professional strengths and weaknesses whilst simultaneously learning altogether new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your versatility, giving you confidence in your existing abilities whilst challenging you to push the boundaries of your expertise.

Teamworking

As a board member at Age UK London, you are part of a team and will have the opportunity to apply your unique skills and experience, while also learning from others. Working closely with a passionate team of people who have different perspectives is often one of the most enjoyable aspects of the role.

The ability to collaborate effectively with others and to challenge constructively the ideas of fellow trustees as well as those of the Senior Management Team is essential to ensuring the board's strategic decisions are fully informed, reasonable and effective. Negotiating, empathising, listening and communicating ideas and concerns are key factors in this process and often help to set the tone and culture of board meetings.

How you will be supported in the role

You will receive a full induction which will include meetings with the Chair, Treasurer and CEO and written information about the charity and its current work. As part of this induction you will be matched with another member of the board who will act as a 'buddy', providing informal support to you as you settle into your new role as a trustee. Age UK London encourages trustees to undertake ongoing training to enable them to perform the role to the best of their abilities and the cost of any training is met by the charity.

About the Treasurer role

The role of our trustees is to govern the activities and affairs of Age UK London and oversee the strategic and general management. Our trustees ensure that Age UK London has a clear purpose and direction, is in a strong financial position, well-run, and delivers its charitable objectives. Additionally, our Treasurer is responsible for leading the board in its oversight of our finances and offering financial guidance to the wider board and our CEO and Senior Management Team.

Treasurer duties

The duties of the Treasurer role are to:

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Oversee efficient record-keeping.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Review periodically the charity's financial control procedures to ensure they are up to date and adequately protect the charity's assets.
- Lead the Audit, Finance and Risk Committee, working with the CEO and Finance Manager to set appropriate agendas, reporting to the board and ensuring that action points are monitored and taken forward.
- Cross-check and approve payments from the charity's bank account on a regular basis as a key part of the charity's financial control procedures.

The Treasurer's general duties as a Trustee are to:

- Ensure that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensure that the organisation complies with its governing document, charity law, company law, and any other relevant legislation or regulations.
- Exercise a duty of care to ensure that the charity is well-run and efficient.

- Ensure the appropriate use of Age UK London's charitable funds and assets in pursuit of its charitable objects and oversee the effective management of the resources and assets of the charity.
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure that the organisation defines its goals and evaluates its performance against agreed targets.
- Safeguard the good name and values of the organisation.
- Ensure the financial stability of the organisation.
- Ensure a robust risk management process is in place to identify and address any risks impacting – or potentially impacting – the organisation.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the Chief Executive.
- Ensure that all delegation by the board is recorded through terms of reference, minutes, and job descriptions and that reporting procedures are in place, recorded, and complied with.
- Ensure that Age UK London has an appropriate governance structure in place (including sub-committees) in relation to its objectives, size, and stakeholders to enable trustees to fulfil their responsibilities.
- Assess the board's own performance annually.
- Ensure that Age UK London is accountable to its funders and stakeholders.

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they may have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

Expectations of trustees

- To ensure equality, diversity and inclusion are promoted and sustained through all aspects of Age UK London's work and relationships.
- To commit to ensuring that stakeholders have a say.

- To represent the board as necessary, on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
- To be aware of and accept the responsibilities of a charity trustee and director of a charitable company.
- To act properly at all times, declaring any conflict of interests or perceived conflict of interests which may have a bearing on their role as a trustee.
- To act in good faith with due care and diligence for the best interests of Age UK London and working within the charity's vision, mission and values.
- To attend and actively participate in board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To undertake training and attend an induction.
- To respect the confidentiality of matters discussed at board and any other meetings set up by the board.
- To evaluate the performance of the board in relation to the agreed objectives.
- To engage with the wider work of Age UK London and its network.
- Willingness to commit to a minimum of two years in the role.

Time commitment will vary but it is expected to require approximately 4-8 hours per month including:

- Attending five board meetings per year (4 lasting 3 hours and one to sign off the annual report and accounts lasting 1-2 hours).
- Attending five Audit & Finance Committees per year (lasting 2 hours).
- Supporting the finance team through the audit/Independent Examination including meeting with the auditors, agreeing and supporting the audit plan, and considering the audit report.
- Attending the Annual General Meeting (lasting up to 1 hour).
- Attending the Annual Away Day in September (lasting up to 6 hours).
- Dedicating time to preparing for each meeting by reading the papers provided.

All meetings are hybrid or online only except for the Annual Away Day which you are expected to attend in person.

Trustee terms outlined in our Constitution are: 2 years for the first term, with a maximum of two additional terms of 3 years.

Person specification

We are looking for a qualified accountant to take on the role of Treasurer for Age UK London and welcome applications by first-time trustees. Understanding of or experience in campaigning or influencing policy, even on a micro/local/voluntary level, is an advantage but not a requirement for the role.

Our new Treasurer needs to demonstrate the following competencies to become a member of the board:

- Certified accountancy qualification and experience in running audits.
- Skills to analyse financial and non-financial information and approach matters strategically.
- Ability to combine good independent judgement and team working within the board.
- Ability to work in a supportive and collaborative way with the Chair, CEO and Finance Manager, being available to them as reasonably required by email or phone between board meetings.
- A commitment to making London a better place for everyone to age, built on the principles of equality diversity and inclusion.
- A willingness to understand and accept the duties, responsibilities and obligations associated with being a trustee of a charity, including attending appropriate training, especially if a first-time Treasurer.



How to apply

[Please click here to apply](#) by submitting your CV and a covering letter which should indicate **why you are interested in applying for the Treasurer role and how you meet the role requirements**. If you would like a call to discuss the role in more detail, please email Marlijn Wijkhuizen at our recruitment partners [Eastside People](#) to arrange a convenient time marlijn@eastsidepeople.org. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability, and potential. Please contact us if you require any assistance or adjustments so that we can help with making the application process work for you.

The closing date for applications is the 19th of June with shortlisting interviews taking place the week after. Interviews with Age UK London will take place the week commencing the 10th or 17th of July.





Eastside People

Eastside People
Canopi
7-14 Dover Street
London
SE1 4YR

0203 821 6174
eastsidepeople.org

Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.