

Finance Trustee – Summary of Role

Introduction

We are looking for an enthusiastic and committed individual, with a keen interest in financial matters, to become a trustee with Age UK East Sussex. You will play an important role in a local charity that provides a number of valuable services helping older people meet the many challenges they face in later life.

The Role of the Board of Trustees

The Board of Trustees is responsible for the good governance of the charity, ensuring that Age UK East Sussex makes the most effective use of its resources and sets a strategic direction which meets its charitable aims. Whilst the day-to-day management of the charity rests with the Chief Executive Officer, as a trustee, you are legally responsible for the charity's money and property, and also act as a director of a company limited by guarantee, whose activities are governed by both Charity and Company legislation.

Summary of the role

You will provide scrutiny and oversight of the work of the charity, with a particular focus on financial issues. This will include providing the Board with the reassurance that the finances and the related processes are operating effectively, ensuring best use of the charity's resources. You will use your financial knowledge and experience to undertake a monthly review of the Charity's management accounts, assisting the Management Team in achieving the charity's financial targets, as well as providing the necessary oversight of the annual audited accounts process.

Personal Contribution

You are expected to contribute specific skills, interests and contacts as a Board member, and play an active part in the work of the Board, fulfilling such other duties or assignments that may be required from time to time.

Term of Office

You will serve for three years from the date of election and are eligible for re-election enabling you to serve a maximum of six consecutive years.

Time Commitment

You will be required to attend monthly meetings of the Finance and Audit Committee, as well as six meetings of the Board itself, along with a small number of other ad-hoc meetings/events.

Expenses

The position is unpaid, although travel expenses may be claimed.

Person Specification

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills

Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.