



Orpington & District

TREASURER

AGE CONCERN ORPINGTON & DISTRICT

(Registered Charity Number: 1148958)

AGE CONCERN ORPINGTON & DISTRICT

Age Concern Orpington & District is a not-for-profit charitable company based in the centre of Orpington, south east London. It is a standalone organisation, fully responsible for all aspects of decision making and operations pertaining to the charity and the services it provides.

We currently provide day care services at the Saxon Day for older people in the local community. These services are delivered by a team of salaried staff with help from volunteers.

Our Board consists of a number of Trustees including those fulfilling the roles of Chair, Vice Chair and Treasurer. Ideally our Trustees will have business or general management experience. Experience of finance or budget management is helpful, as is experience of working in a regulated environment. Experience of health or social care is useful although not essential.

Being a member of the Board of Trustees of Age Concern Orpington & District provides a great opportunity to contribute to the local community and in particular, to the wellbeing of older people.

For more details about our charity and the services, go to our website at <http://saxondaycentre.org.uk/>

RESPONSIBILITIES

Duties of Trustees and Board of Trustees

- To ensure Age Concern Orpington & District, a charitable company, complies with its governing document and the law.
- To ensure Age Concern Orpington & District is carrying out its purposes for the public benefit, and manages its resources responsibly, so that money is not spent on activities not included in its own objectives.
- To have an enthusiasm for the work of Age Concern Orpington & District and the time and commitment to carry out the duties of Board member.
- Provide commitment, ability and time to prepare for and attend 6-12 Board meetings per year plus other training, planning and promotional events as necessary.
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to Age Concern Orpington & District, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.

- Always act in the charity's best interests using all reasonable care and skill
- Safeguard the good name and values of Age Concern Orpington & District.
- Ensure effective and efficient administration of Age Concern Orpington & District.
- Ensure financial stability of Age Concern Orpington & District.
- On behalf of the Board, appoint future Day Centre Managers and monitor their performance.

Specific duties of the Treasurer

Paid staff are responsible for the day-to-day financial running and management of the charity. The Treasurer provides oversight and guidance by:

- Carrying out monthly reviews and making recommendations to the Board of Trustees on:
 - Budgets and financial plans
 - Statutory accounts and audit
 - Cash management, investments and reserves
 - Accounting policies and procedures
- Presenting and providing explanations on recommendations to the Board
- Making a formal presentation of the annual report of accounts at the AGM
- Providing advice and support to the Manager, as necessary

PERSON SPECIFICATION

We are looking for Trustees who are committed to the aims and objectives of Age Concern Orpington and District and uphold the Nolan Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The applicant must be legally eligible to stand as a registered Company Director and Charity Trustee.

Ideally, all trustees will:

- live in, or close to, Orpington, and so be familiar with other relevant organisations: statutory; independent and voluntary.
- have a real interest in older people, with experience of working (voluntary or paid) with older people. Previous experience as a trustee for another charity is an advantage
- understand the legal duties, responsibilities and liabilities of trusteeship and ensure the charity complies with its governing document and the law. Additional understanding of the financial aspects of running a charity is an advantage.
- have an understanding how the Third Sector works.
- have a commitment to the aims and objectives of Age Concern Orpington & District, ensuring that resources are managed responsibly and charity carries out its purposes for the public benefit.
- provide strategic vision and understanding, able to think creatively and work effectively as part of a team, contributing sound judgment and an independent perspective. Trustees are expected to always act in the charity's best interests using all reasonable care and skill.

- provide time and effort, as needed, to fulfil the duties outlined above.

In addition, the **Treasurer** will be someone ideally with a recognised accountancy qualification but those with a good level of financial knowledge and experience will also be welcome. Some knowledge of charity finance is desirable but not essential.

If you would like to discuss this role please contact the existing treasurer Mr Bev Tanner on bev.tanner@blueyonder.co.uk or 07748 626892