

**Link Age Southwark seeks a Treasurer to join our Board of Trustees**

Link Age Southwark is a vibrant local charity providing friendly volunteer support to over 650 isolated, older people in Southwark. Our work is supported by over 450 volunteers and a team of 12 staff. Link Age Southwark has been providing services to older people for over 25 years, reducing loneliness and social isolation.

The Treasurer plays a vital role in the continued long-term success of the charity which has seen a significant increase in the demand for our services. The role requires you to oversee the financial running of the charity in line with good practice and in accordance with the governing document and legal requirements. The Treasurer reports to the Board of Trustees at regular intervals about the financial health of the organisation. You will ensure that effective financial measures, controls and procedures are maintained, and are appropriate for the charity. As a trustee, you will play a full strategic role in the running of our organisation.

**Commitment/Time for the role**

As Treasurer you will need to attend and chair four Finance Committee meetings per year which usually take place at the end of the day in East Dulwich, SE London and last for up to two hours; and six Board meetings a year which are in the evening in SE London and last for 2-3 hours. The current Treasurer communicates with the Director and book-keeper in between meetings.

For a full role description, personal specification and details of how to apply please visit our website – [www.linkagesouthwark.org/jobs](http://www.linkagesouthwark.org/jobs)

If you would like to discuss the role with the Director before applying please either e-mail sophie@linkagesouthwark.org or call Sophie Wellings on 020 8299 2623

**Please note that this position is not remunerated, however reasonable expenses will be reimbursed.**

**Link Age Southwark is an equal opportunities employer and welcomes applications from all sections of the community.**

Your CV and cover letter outlining your interest in the role should be returned to recruitment@linkagesouthwark.org by 9am on Monday 16th March 2020.

Interviews will take place after 5.30pm on Monday 30th March 2020.



**Role Description: Treasurer**

We are looking for an experienced financial manager with a good grasp of third sector issues who is committed to helping Link Age Southwark achieve its aims.

**Main purpose of role of Treasurer**

To support the Board of Trustees by leading on issues of finance, risk management and internal controls. The Treasurer will provide additional skills and perspectives, linking the work of the Board of Trustees with the key financial responsibilities of the Director.

**Key accountabilities and relationships**

The Treasurer has particular duties and responsibilities which are additional, and complementary, to those of other Trustees. In carrying out these duties, the Treasurer should always remember that they are acting on behalf of the Board of Trustees and should seek the advice of, and proactively involve, the Chair, other Trustees and/or the Director as necessary.

**General responsibilities**

As a member of the Board, to draw on financial skills and experiences to assist the Trustees in:

* Ensuring that the organisation complies with company law, charity law and other relevant legislation or regulations
* Ensuring that Link Age Southwark pursues its objects as defined in its government document and applies its resources exclusively in pursuance of these objects
* Safeguard the good name and values of the organisation
* Ensuring the effective and efficient administration of the organisation
* Ensuring the financial stability of the organisation.

**Specific duties and responsibilities of the Treasurer**

* Supporting, advising and working with the Director in preparing the annual budget
* Working with the Director to monitor and report the charity’s financial performance and health in accordance with standards of best practice
* Being assured that the financial resources of the organisation meet its present and future needsand presentingoptions to the Board of Trustees
* Ensuring that appropriate accounting procedures and financial controls are in place
* Liaising with the Director and Bookkeeper to ensure that financial information is provided to the Board of Trustees in a clear and comprehensible format
* Ensuring that accounts are scrutinised as required by Independent Examiners, and liaising with them on behalf of the Board of Trustees
* Advising the Board of Trustees on the identification and management of significant financial and other risks to the charity
* Assisting in preparing the financial sections of the Annual Report
* Chairing the Finance sub-committee in accordance with its Terms of Reference
* Advising staff on financial and other aspects of fundraising proposals and grant claims
* Keeping the board informed about its financial duties and responsibilities
* Contributing to the fundraising strategy of the organisation

**Personal Specification for Link Age Southwark Treasurer**

* Commitment to the aims and objectives of the charity
* Willingness to devote the necessary time (1-2 days per month) and effort to provide effective support to the Board and staff
* Understanding of accounts and accounting
* Understanding of the legal duties, responsibilities and liabilities of trusteeship
* Ability to work effectively as a member of a team
* Ability to think strategically and present options to the Board of Trustees
* Experience of explaining accounts to non-specialists
* Understanding of the difference between executive and non-executive responsibilities
* Ability to liaise with independent examiners

You will receive a full induction to your role. The Treasurer role will provide you with insight into the workings of a small, thriving and well-respected local charity. The Board of Link Age Southwark is well established and highly functional with a wide range of skills and expertise amongst its members.

Our current Treasurer is stepping down in October. Ideally we would like the candidate to begin before that time in order to ensure a smooth handover, however this can be flexible.