Do something amazing.
Become a trustee with Merton Mencap.

Volunteer your skills, experience and knowledge to help a leading local charity to support people affected by learning disability and autism.

Who is Merton Mencap?
We are a local, independent charity supporting children, young people and adults with a learning disability and autism, and their parents and carers, in the London borough of Merton for over 70 years.

What is a learning disability and autism?
A learning disability is a life-long condition which can affect the way a person learns, communicates and understands.

Autism is a life-long developmental disability which may affect the way a person interacts in social situations, communicates with others and experiences the world.

Who are the trustees?
Trustees are people who volunteer time to form the Executive Committee of our charity. Trustees are responsible for making sure our organisation does what we set out to do, and has a strategic role in ensuring the charity is run effectively.

Why should I become a trustee?
Becoming a trustee means you'll use your skills, experience and knowledge to help a local cause that you care about. You will make a real difference, and you'll have opportunities to do the things you enjoy, meet new people and feel a great sense of reward.

Trustee role description

Commitment (approximate hours per annum)

- ✓ Attend 6 board meetings (2hrs each)
- ✓ Attend the Annual General Meeting (3hrs)
- ✓ Visit at least one of the charity's services each year (1-2hrs)
- ✓ Complete basic training every 2 years (5hrs)
- ✓ Identify an area of interest and support the charity in that way (see section below)

Period

- ✓ Minimum 1 year

Terms

- ✓ Voluntary role, necessary out of pocket expenses reimbursed
- ✓ London borough of Merton

Purpose of Trustee

This is an opportunity to join leading local charity. The purpose is to help Merton Mencap continue to provide the highest standards of professional, specialist support and care for the people who use our services and to help set a clear, ambitious direction for the charity's future.

Merton Mencap is a company limited by guarantee. Trustees have overall responsibility for ensuring the charity is well-run and meets legal requirements and those of good governance. Trustees are also company directors for the purposes of companies legislation.

Attributes

Merton Mencap recruits a team of trustees who, together, have a balanced range of skills, knowledge and experience, including in these areas:

- finance
- marketing & publicity
- fundraising
- human resources
- health & social care
- governance & compliance
- social media & communications

Responsibilities of Trustee

- ensure the charity acts within the law and all regulatory requirements
- help the charity meet its charitable aims
- ensure that the charity’s finances are run properly
- contribute to the planning and development of the charity
- contribute to reviewing the charity’s performance
- act with integrity and in the best interests of the charity
- use reasonable skill and care, seeking outside professional advice
- help recruit and support new trustees
- support the Chief Executive, Finance Manager and other staff
- observe the Trustees’ Code of Practice & charity’s general Code of Conduct

Area of interest: Treasurer

The charity’s Executive Committee has joint and severable responsibility for the governance of the organisation, including finances. This includes oversight of the financial affairs in order to ensure the charity conforms to legal and constitutional obligations and works within accepted accounting practice and charity law.

The Treasurer:

- provides financial expertise and oversight to our Executive Committee
- provides mentorship, expert accounting advice, guidance and support to the Chief Executive Officer and Finance Manager
- chairs quarterly Finance Committee meetings

The Treasurer works alongside our Finance Manager to oversee the charity’s financial viability, proper record-keeping, budgeting and supports the Finance Manager to produce management accounts for the Executive Committee.

Additional time as Treasurer (approximate hours per annum)

- ✓ Chair 4 Finance Committee meetings (1½hrs each)
- ✓ Conduct 2 internal spot audits Internal audit (2hrs each)
- ✓ Liaise with Finance Manager (10hrs)

Key accountabilities of Treasurer

1. With the other Trustees, ensure oversight of robust financial management regimes at Merton Mencap

2. Review quarterly accounts presented by the Finance Manager and guide the Chief Executive in the identification of any risks, issues and concerns

3. Conduct periodic internal audits, providing findings and recommendations to the Chief Executive

4. Chair quarterly Finance Committee Meetings, providing accounting expertise and insights, identify trends and assist with the identification of any risks.

5. Provide accounting advice, guidance & mentorship to Chief Executive & Finance Manager.

6. Together with the Executive Committee, ensure the Finance Manager submits annual accounts to the Charity Commission & Companies House on time.

7. Together with the Executive Committee, support the continuous improvement of financial systems, modern policies and procedures in line with legislation and best practice.

Trustee person specification

Person specification for Trustee

- Commitment to the work and values of Merton Mencap
- A willingness to devote the necessary time and effort
- A wish to understand and appreciate the needs of our beneficiaries
- Honesty, integrity and reliability
- Strategic vision
- Good attention to detail
- A willingness to speak their mind
- Good communication and interpersonal skills
- An ability to work effectively as a member of a team

Additional specification for Treasurer role

Experience, Skills and Personal Qualities

- A qualified accountant with accounts experience in the charity sector
- A willingness to devote the necessary time and effort to the role
- Knowledge and experience of current financial practices relevant to voluntary and community organisations
- Knowledge of recognised financial accounting and cost management software, in particular Excel and Sage would be advantageous
- Exemplary financial analysis skills
- Ability to communicate clearly with the ability to challenge and raise concerns in a constructive and transparent manner
- Honesty and integrity
- Ability to act as a role model and mentor the CEO and Finance Manager
- Willingness to understand the services provided by Merton Mencap, by visiting at least two of the services each year
- An understanding of the relationships with key funders

Financial Governance Process at Merton Mencap

Job Title	Prescribed Responsibilities	Responsible to
Trustee Board including Trustee / Treasurer	• Ensuring the Board and Committees meet regularly, fostering open and challenging discussion; and providing independent oversight of executive decisions and financial reporting. • Maintenance of the independence, integrity and effectiveness of the whistleblowing procedures, and the protection of staff raising concerns in connection with any matter, including financial. • Oversight of the organisation's remuneration and expense policies and practices. • Oversight of the assessment of the organisation's risk and solvency assessment. • Monitoring that the financial affairs of the organisation are legal, constitutional and within accepted accounting practice. • Mentor guide and support the Chief Executive Officer	Chair of Trustees
Treasurer / Trustee	• Lead on and provide a report on internal audits • Chair of Finance & Audit Sub Committee. • Mentor guide and support the Chief Executive and Finance Manager	Chair of Trustees
Chief Executive Officer (AW)	• Leading the financial culture and standards of the organisation. • Management of the Finance Manager • Ensuring (through the team) the production and integrity of the organisation's financial and regulatory reporting. • Ensuring (through the team) the allocation of the organisations financial resources in accordance with agreed budgets and funding, and the monitoring of this. • Ensuring the organisation's risk and solvency assessment. • Ensuring that all employees performing financial roles within the organisation are fit and proper and hold the appropriate qualifications and experience to do so. • Induction, training and professional development for all the organisation's key financial function holders; • Active participant of Finance & Audit Sub Committee • Provide an up to date report and insight to the Board on the financial status of the organisation and each of its projects.	Board of Trustees
Finance Sub Committee	• Chairperson – Trustee / Treasurer • Chief Executive Officer • Finance Manager • Office Manager • Additional Trustee	Board of Trustees

	Purpose: to meet quarterly before ECM meeting to review and agree quarterly financial information, and tracking against budget and funding streams. Report on financial performance of each project and highlight to Board of Trustees any areas of concern and proposed action plan to resolve issues.	
Finance Manager	• Embed the organisation's culture and standards in its day-to-day management • Prepare end of year statutory accounts • Prepare quarterly management accounts • Bi monthly meetings with Chief Executive and Office Manager to review and draw together the financial summary and assess each project's financial performance. • Preparation and tracking of budgets • Active participant of Finance & Audit Committee	Chief Executive Officer
Office Manager	• Input into and reporting from Sage Line 50 • Processing of payroll and expenses • Accounts payable and receivable. • Petty cash • Bank reconciliations • Banking • Active participant of the Finance & Audit Committee including preparation of minutes	Chief Executive Officer