



Finance Committee Volunteer Recruitment Pack

Volunteer Recruitment Pack

Finance Committee Members

We are looking to recruit volunteers to the Finance Committee, ideally with some professional experience such as accountancy, financial planning and oversight, or risk management. It is not a time-consuming role but you will be expected to attend and prepare for at least four online meetings a year.

About the Finance Committee

The Finance Committee is a formal sub-committee of the Board of the Third Age Trust. The primary purpose of the Finance Committee is to keep under review the financial position and the financial future of the Trust. The Finance Committee oversees all financial systems, controls and processes that may have an impact on The Trust's ability to meet its objectives.

Why join?

By joining, you'll have the chance to apply your professional knowledge in a meaningful voluntary role and support the growing u3a movement.

Role description

This role will join a team of seven people on the Finance Committee to assist in the general governance of the Third Age Trust regarding its financial operations. You will ensure effective measures, controls and procedures are put in place for all financial aspects.

Primary responsibilities

- Discuss and review quarterly accounts for the Trust and the Third Age Trust Trading Limited (TATTL) at Finance Committee meetings.
- Support the Head of Member Services in the creation and update of guidance documents to u3as and review these as required.
- Review the annual accounts and audit report as produced.
- As part of the Committee, approve Trust budgets and review the subscription fees paid by each u3a.
- Any other ad hoc tasks that may arise.

Meetings

Finance Committee meetings are held at least quarterly (usually online), and members will be expected to endeavour to attend all meetings. More meetings may be scheduled to suit the requirements of the Trust. You will be expected to read all papers issued for each meeting in advance and be prepared to contribute to all items on the meeting agenda.

Skills and experience

While a balance of skills and experience is required across the Committee, it is expected that at least three serving members will have an accountancy background. Experience in

one or more of the following areas are preferred.

- Financial analysis and oversight
- Budgeting and planning
- Audit and compliance knowledge
- Risk management
- Investment oversight
- Policy and documentation skills
- Strategic and governance awareness
- Clear financial communication
- Charity or nonprofit experience
- **Desirable:** some u3a committee experience

How to apply

Please send a CV and cover email that outlines how you meet the criteria for this role to treasurer@u3a.org.uk.

All applications will be considered by the current Finance Committee members. If you are shortlisted, you will attend an online meeting with the Committee who will then recommend to the Board the candidate with the most relevant experience. It is important that you consider how you will be able to demonstrate that you have the skills for the role.

Additionally, diversity on the board is not just nice to have, it is essential to ensure both good governance and to demonstrate at the highest level our commitment to ensuring the u3a movement is open to all. We therefore strongly encourage nominations from members who represent diverse cultures or typically underrepresented groups. As there are significantly more women than men in the u3a movement and that is not currently reflected on the Committee, we would particularly encourage applications from female members.

Time commitment

Finance Committee members are expected to attend all Committee meetings which occur about four times a year. Online meetings usually last two hours. However, there will also be a need to meet face-to-face at least once a year for most of one day. Some preparation in advance of meetings will also be required.

Remuneration and expenses

The role of Finance Committee Member is voluntary and performing the responsibilities of the role does not attract any remuneration.

All reasonable travel, subsistence and accommodation expenses will be reimbursed in accordance with the Trust's Expenses Policy.

If you have any questions about the role or the application process, please email treasurer@u3a.org.uk