

Merton Centre for Independent Living is looking for a new Treasurer to join its board.

Merton Centre for Independent Living (Merton CIL) is seeking a new Treasurer with expertise in Finance to join our Board of Trustees. Our board is currently made up of ten members, eight identifying as Deaf or Disabled.

We want you to actively contribute your financial skills, your views, and question & challenge our management. We particularly welcome applicants who can bring lived experience of disability.

Merton CIL is an organisation run and controlled by Deaf and Disabled people for Deaf and Disabled People. Our vision is to enable Deaf and Disabled people to take control over their lives, challenge discrimination, achieve change locally, and have full participation in Merton and wider society. More information can be found on our website [www.mertoncil.org.uk](http://www.mertoncil.org.uk)

Merton CIL provides advice and advocacy support around benefits, community care and hate crime, to Deaf and Disabled People living within the London Borough of Merton. The service is home visiting so that people who find it hard to leave their homes can also access quality advice.

We support Deaf and Disabled people to speak up through our policy and strategy service. Merton CIL is a lead partner on a pan-London consortium providing capacity building support to Deaf and Disabled People’s organisations to develop their hate crime services. We also run a monthly group called Craftivism and Chat, which aims to reduce isolation and loneliness, as well as get local Deaf and Disabled People involved in decision making.

Last year, Merton CIL delivered over 1392 sessions of support, contributing £814, 045 to the local economy through our work. We spent nearly 1000 hours working on policy and strategy issues on behalf of Deaf and Disabled People. We have 349 members and engaged with over 1450 people through events, activities and outreach.

Overall Purpose of Role

Trustees are ultimately responsible for the organisation including setting the strategic direction of the organisation and ensuring the organisation acts lawfully and furthers its charitable aims.

Key Tasks and Responsibilities

• To be responsible for ensuring staff follow the financial policies and procedures as agreed by directors.

• To monitor financial risks and ensure that directors have all relevant financial information in order they can exercise their responsibilities as directors/trustees.

• To ensure that Merton CIL complies with the requirements of companies’ house and the charity commission.

• To explore investment options for Merton CIL finances

• To oversee monthly bank reconciliations

• To present quarterly cash flow projections to the board of directors

• To ensure appropriate end of year accounts are produced within 3 months of year end

• To present annual accounts at the A.G.M.

• To evaluate accounting systems and set up the best system for our needs.

• Supported by the Manager to produce, monitor and maintain grant, project and management budgets.

• Supported by the Manager to monitor the Company’s overall financial position, prepare management reports for the Board of Directors and submit financial reports to funders and others as required including annual accounts to the auditors.

• Keep up to date with financial regulations and legislation.

Person Specification

We are looking for someone who can actively contribute their views, brings lived experience to the trustee role, and is able to question and challenge the organisation and always work in the best interests of Merton CIL

We can offer training in disability equality, the support of your colleagues on the board, and we will work with you to identify any access needs that we can support you with.

Essential

1. Understand and actively promote the ethos and values of MCIL

2. Experience in finance

3. Experience of Disability

3. Effective Communication Skills

4. Ability to work effectively as a member of a board

5. Ability to be flexible and responsive to change

6. Ability to handle with discretion information which may be confidential or sensitive

Desirable

In addition, we would also value the following skills and experience:

7. Experience in Mental Health or Learning Disability

8. From a BME or other minority background

9. Relevant life experience, degree level qualification or equivalent level professional experience

You will be required to attend four board meetings per year.

If you are interested in joining the board of trustees at Merton CIL, please provide a covering letter outlining your reasons for applying and the experience and skills that you feel you may be able to bring to the role.

Deadline: 14th October 2019 at 9am

Applications should be sent to:

Tom Lichy  
Merton CIL,  
Wandle Valley Resource Centre,   
Church Road,   
Mitcham, Surrey CR4 3BE

or via email to: [tom@mertoncil.org.uk](mailto:tom@mertoncil.org.uk)

To further discuss the role, please feel free to contact our Chief Executive, Tom Lichy via email [tom@mertoncil.org.uk](mailto:tom@mertoncil.org.uk) or call our office to arrange a telephone conversation 0203 397 3119