

CANDIDATE PACK FOR
BOARD ADVISOR: FINANCE

MORDEN COLLEGE

Starfish

ABOUT US

Morden College is a Charity dedicated to supporting older people. Founded in 1695 by the merchant Sir John Morden, the Charity has been enriching older people's lives for more than 300 years. Today the Charity's core purpose is to provide older people who are in need with a home for life, to support them as they grow older, via our Resident Services team, Domiciliary Care team and, if the need arises, residential nursing care. We are a strong community, committed to enabling the older people we support to have the highest quality of life, for the rest of their life, living independently for as long as possible.

The Charity is based in Blackheath, south-east London and has a further site in Beckenham. The Charity is funded from its endowment which is currently valued at £297m. Her Royal Highness, The Duchess of Edinburgh, GCVO, GCStJ, CD, is our Patron and a loyal supporter of Morden College.

The Chairman of Morden College, Sir David Wootton, and his fellow Trustees are seeking a qualified accountant and experienced finance director to take on the role of Advisor to the Trustees, who will work closely with the Finance Director to support the Trustees as they monitor the financial administration of the Charity in line with best practice and in compliance with the governing document and legal and regulatory requirements.

The Trustees are working closely with the CEO and her team to develop a new strategic framework to guide the development of the Charity in the coming decade and beyond. The Advisor will play an important role, working with the Finance Director in ensuring that all plans and proposals are based on a sound understanding of the financial implications for the Charity in the short, medium and long term.



THE ROLE

The main responsibilities and duties of the Advisor include:

- Working with the Finance Director in the preparation and presentation of budgets, internal management accounts, and annual financial statements to the Board of Trustees.
- Advising the Board on its duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent in line with good governance and legal and regulatory requirements.
- Participating with the Trustees, CEO and Finance Director in the development and implementation of financial reserves, cost management, and investment policies.
- Attending the Finance, Audit, and Risk committee in line with terms of reference and reporting back to the Board of Trustees.
- Advising on the implementation of and monitoring specific financial controls and adherence to systems.
- Advising on the financial implications of the Charity's strategic plan.
- Supporting the Finance Director in the Charity's financial risk management process.
- Supporting Board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related Board representations.
- Attending Investment Committee which convenes twice a year, where the Advisor and other committee members meet with the external investment advisers and managers to discuss targets, constraints, performance and future investment policy.

The Advisor will work closely with the Finance Director in ensuring best practice in:

- Budgeting and strategic financial planning: so that all strategic plans are fully financially appraised and that the budget is in line with the plan's short-term objectives as set for each year.
- Management Reporting: coordinating with the Finance Director in ensuring that management accounts are prepared on a regular basis and that there is a target timescale for their production. The Advisor and Finance Director will also agree with the Trustees the type and extent of financial reporting they require.
- Statutory financial reporting: guiding and advising Trustees in the Board's formal approval of the annual report and audited accounts.
- Staff pensions: advising Trustees on the financial intricacies and implications of pensions legislation.
- Risk Assessment and Risk Management: so that the risk management process is adequate and that the financial implications of risk are fully considered.
- Audit: so that there is a framework for accountability; for examining and reviewing all systems and methods of financial control, and compliance with all aspects of the law, relevant regulations and good practice relating to finance.
- Reserves policy: working with the Finance Director in developing the reserves policy and keeping the Board regularly informed of the reserves position, including the permanent endowment.



PERSON SPECIFICATION

We are looking for qualified accountants who have:

- Held senior, strategic positions, including as a Finance Director, with accountability for financial management across an organisation or large division.
- Have an understanding of the financial responsibilities and requirements of organisations that operate as a charity.
- Experience in the management and oversight of investment portfolios.
- Experience of property investment and management.
- Experience of overseeing budgeting and financial performance and contributing to the financial resilience.
- Understanding of Pension schemes both an accounting and a liability management perspective.
- Able to contribute to the selection of appropriate financial & non-financial KPIs and performance measures to monitor performance.
- Knowledge of Property as an asset class and experience of overseeing a property portfolio.

In addition to this specific criteria, we are looking for candidates who demonstrate the following skills and attributes:

- Able to focus on strategy and is able to distinguish and articulate the strategic from operational issues.
- Demonstrates strong listening skills and is able to contribute relevant points crisply and succinctly to discussion
- Able to read and explain a set of accounts and have an understanding of organisational data and metrics.
- Demonstrates being able to focus on strategy and is able to distinguish and articulate the strategic from operational issues.
- Well-developed interpersonal skills and good powers of judgement, insight and vision.
- Demonstrates a genuine interest in the work of Morden College.



TERMS AND TIME COMMITMENT

This post is remunerated at £6,000 p.a. This covers quarterly Finance, Audit & Risk Committee and Board, six monthly Investment Committee and one Asset Allocation Committee per annum. Dates are set out below for the year ahead.

Board meetings tend to be in person at Morden College or in central London. Committees are often on Teams, occasionally in person.

The role requires attendance at	**2025 dates**
Four Main Trustee Board meetings – in person	10 June (City), 24 September (City), 3 December (Morden College)
Four Finance, Audit, and Risk Committee meetings – on Teams	February/March TBC, 19 May, 8 September, 13 November
Two Investment Committee meetings – on Teams	6 February, 8 September
One Asset Allocation Committee meeting – in person	10 June
Regular meetings with the Finance Director	Monthly or as needed



HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact **katy.giddens@starfishsearch.com** and we will be happy to arrange a call.

To make an application, please go to **https://starfishsearch.com/jobs/mod-col-adv-tru-fin/** and click on the apply now button, with the following prepared:

- Your CV or bio (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you are interested in taking on this role for Morden College and the experiences and qualities you believe you can bring in order to be successful in post

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Applications considered on arrival

