

## Treasurer trustee opportunity in Kilburn

Shak (South Hampstead and Kilburn Community Partnership) is a resident led charity based on the iconic Alexandra and Ainsworth estate\* in the Kilburn ward of Camden NW London, which is an area of high rates of deprivation and poverty but big potential. Our Mission is to work with local young people and adults to improve well-being, inclusion and life chances by nurturing talents, passions, skills and confidence. We engage with residents through a range of activities based at the SHELL Centre (a well equipped resources centre) and the ARC youth club and music studio. Through these we offer a range of exciting and highly creative projects to engage young residents, working in innovative ways with the local area and community.

Shak was established in 2003 and has a committed board of trustees, staff team and volunteers who have played a key role in supporting the community during the recent COVID 19 crisis. Impressive recent growth and changes in our current treasurer circumstances mean that it is time for us to look at strengthening our board. In particular we are keen to recruit a new trustee as Treasurer with financial skills and experience to meet future challenges.

Due to the local nature of our organisation we are looking for a trustee who is resident to the area where we operate.

### **The Treasurer will have responsibilities to:**

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

### **Specifically will:**

- Liaise with CEO, Finance officer and other committee members to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie: Cheque signatories, Purchasing limits, Purchasing systems, Petty cash/ float, Salary payments, Pensions, PAYE and NI payments
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

\*The *estate* is among the most ambitious social housing schemes of its time. Listed Grade II\* in 1993.

The *estate* is of historic significance. Built in the late 1960s to a design by the revered Modernist architect Neave Brown, the development has been given a rare Grade II\* listing by English Heritage in recognition of its architectural significance. It frequently appears as a setting for television programmes and films.

**Qualities include:**

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly

Ideally the candidate would be someone with an understanding of charities and the voluntary sector. Most importantly they will have strategic expertise and understanding of good governance.

Appointments are initially for three years, with the opportunity for re-election, up to a maximum of nine years. Trustees are unpaid, but reasonable out of pocket expenses can be reimbursed. The board meets quarterly and has an AGM. There may also be some time to contribute to subcommittees plus availability to support the CEO.

Candidates will need to have or be willing to undertake a DBS check and child protection training.

The deadline for applications is: Monday 31st August.

If you would like further information or wish to apply for this role please contact John Boyle by email at [johnboyle@shakonline.co.uk](mailto:johnboyle@shakonline.co.uk) enclosing a current CV and cover letter explaining why you are interested in the post.

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