

# Treasurer

## Appointment Brief

2020



## | Welcome from our Chair

Dear candidate,

Thank you for your interest in the role of Treasurer of London Youth.

Never did I imagine that I would join an organisation under such circumstances as a global pandemic. Since being appointed as Chair of London Youth in April, it is clear to me that its work to support its 500+ member network of youth organisations in such unprecedented times is critical.



In normal times young Londoners are supported by London Youth in a myriad of ways, whether it is assisting youth workers to improve the quality and range of their services to young people through the training and support on offer; or running sports, social action, arts or employability programmes; or the outdoor learning and residential activities at Hindleap Warren and Woodrow High House. And then, there is London Youth's role as an advocate for London's youth and youth workers that is equally important.

During the difficult and uncertain times ahead, it is more important than ever that the breadth of London's youth organisations get the support they need to serve our capital's young people through one of the country's deepest recessions – hitting young people especially hard.

The Board works with London Youth's Chief Executive to set the strategic direction of the charity. It is responsible for the social impact and financial sustainability of the organisation – including the management of risk and compliance with regulatory and statutory requirements. Today London Youth is in a strong financial position. The role of Treasurer will be vital in ensuring this remains the case through this very challenging period, with robust financial oversight at the board level and effective financial management at the executive level more important than ever.

You can tell a lot about an organisation by the way it responds to a crisis. I have been more than impressed since day one and I am committed to leading this indispensable network of London's community youth organisations through the challenging months ahead.

My hope is that we can add to London Youth's dynamic and diverse Board, complemented by its President Sir Ken Olisa OBE, to further support its team – ensuring young Londoners, who will be so terribly affected in the aftermath of the pandemic, continue to receive the opportunity to thrive that they deserve.

Please review this recruitment pack and if you have the skills, experience and commitment for this role, I hope you consider applying.

Yours faithfully,

Stephen Moss CBE

## | An introduction to London Youth

We are London Youth, a charity on a mission to improve the lives of young people in London, challenging them to be the best they can. Young people need opportunities outside school to have fun with their friends, to learn new skills, to make positive change in their communities and to shape the city they live in.

Last year, we worked with over 27,000 young people through our sports development, employability, social action, arts and outdoor education programmes. Our work gives young people access to opportunities they might not otherwise have had.

We do this with, and through, our network of over 500 community youth organisations and at our two residential centres. We look to work with all young people, focusing particularly on those who wouldn't otherwise have access to the kind of opportunities we offer.

Throughout our history, community youth organisations have provided a constant lifeline and a vital safe space outside the family and formal education, where young people can develop confidence, resilience and skills.

Our vision is that all young Londoners grow up healthy, able to express themselves, navigate a fulfilling career and make a positive contribution in their communities.

Our mission is to support and challenge young people to become the best they can be; developing their confidence, resilience and relationship skills.

In this new and hugely challenging context we are committed to doing all we can to realise our vision.

## | We deliver our mission through four strategic objectives:

**Membership Development:** Developing, training, connecting and quality assuring our membership network to deliver good youth work.

**Opportunity:** Creating a broad and inclusive range of quality opportunities for young people in social action, sports development, employability and outdoor education.

**Voice:** Ensuring our expertise and the on-the-ground voices of youth workers and young people are reflected in public policy, practice and opinion.

**Best we can be:** Being the best we can be; fundraising effectively, financially robust and a great place to work.

## | And we strive to act in line with our four simple principles:

- **Honesty** – about what works (and what doesn't) and we learn from our mistakes.
- **Collaboration** – with each other, young people, our members, and the world beyond.
- **Improvement** – committed to continual improvement.
- **Fun** – because we think people learn best when enjoying themselves.

More information can be found on our website: [londonyouth.org](http://londonyouth.org)

## | Background

Keith Ward has served on our Trustee Board since 2012 as Treasurer of London Youth and Chair of the Finance Committee. We are looking to recruit a Treasurer Elect to join the Board, get up to speed and take over when Keith's term of office ends in March 2021.

We are looking to build on Keith's strong leadership and recruit a Treasurer who will demonstrate commitment to supporting young people in London. We are looking for someone who has experience in a senior financial role. Using your financial acumen and knowledge of charity finance you will steer the Board in meeting the charity's strategic aims and objectives and ensure the proper financial management and sustainability of the charity.

We are looking for strategic skills and sensitive leadership, supporting the Executive and ensuring engagement and understanding of the Board in the finances of the charity. In return, you will have the opportunity to shape and support a significant youth charity with an amazing history. You will join our new chair, Stephen Moss CBE, our President Sir Ken Olisa OBE and our new Patron, His Royal Highness Prince Edward, The Earl of Wessex and work with a committed and diverse Trustee Board.

London Youth has operational turnover of around £6m each year – with a balance sheet of £17.8m following a number of property sales in recent years.

## | The Trustee Board and Finance Committee

The Trustee Board is made up of a wide and diverse range of experts, drawn from across our network of member clubs and the wider business and public sector community in London, giving us a hugely talented governance group. It meets five times a year. Members of our Youth Advisory Board, although not legally Trustees, attend our Board and participate fully in meetings.

There are three sub-committees of the Board of Trustees, to which Trustees may be nominated from time-to-time, responsible for Finance, Assurance and Nominations.

The Finance Committee comprises trustees from a range of professional backgrounds and experience. The Committee meets two weeks before the Board meetings and is pivotal in developing financial strategy and making recommendations to the Board.

## | The Role

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements. The Treasurer is responsible for chairing the Finance Committee meetings and working with the Director of Finance to ensure that financial strategy is developed and followed to support our overall direction. You will determine the committee agenda and ensure that meetings are productive and report the recommendations of the Finance Committee to the Board.

Trustees are appointed to serve a three-year term and eligible for re-appointment for two additional terms. The Treasurer is elected annually at the AGM, based on nominations from the Trustee Board. The Treasurer also sits on the Board of the subsidiary trading company and two charities administered by London Youth.

## | Responsibilities

### **Key accountabilities and duties**

- Advising on the development and financial implications of the organisational strategy and supporting the Director of Finance and Resources
- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board
- Leading the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements

- Oversee the development of financial strategy, ensuring that robust and comprehensive financial policies are maintained and adhered to. Specifically, supporting the development and implementation of policies covering accounting and reporting, financial reserves, cost management and investment
- Leading the Finance Committee including chairing and facilitating Finance Committee meetings, monitoring that decisions taken at Finance Committee meetings are implemented, and reporting recommendations to the Board from the Finance Committee
- Monitoring and advising on the financial viability of the charity, giving proactive advice to both Trustee Board and senior (staff) leadership team
- Overseeing financial controls and adherence to systems, regularly liaising with the Director of Finance & Resources such that policies are observed and transactional risk is minimised
- Advising on the charity's financial risk-management process, and ensuring that the reporting of financial risks is appropriate, comprehensive and timely
- Acting as a sounding-board for staff on specific issues as they arise (e.g. financial systems, pensions, property)
- Ensuring investments and assets are maximised in line with agreed strategic objectives
- Acting as the Trustee lead on the appointment of professional advisors, to include external audit and investment management. Board-level liaison with external auditors
- Acting as a counter-signatory on large payments
- Making a formal presentation of the accounts at the annual general meeting

**The Treasurer also has the general responsibilities of a Trustee:**

- To ensure that London Youth complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure London Youth uses its resources exclusively in pursuance of its objects
- To safeguard the good name and values of London Youth
- To ensure the financial stability of London Youth
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the Chief Executive Officer and monitor his/her performance. In particular, this is done by the Chair and reviewed by the Nominations Committee
- To ensure the effective and efficient administration of London Youth

## **| Commitment to Diversity & Inclusion**

London Youth values equality, diversity and inclusion and aims to reflect the population we serve at all levels within the organisation.

London Youth is committed to becoming an anti-racist organisation and we actively encourage applications from members of the BAME community and other communities who are underrepresented

London Youth is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you're at interviews if these take place in person.
- Paying for your travel costs to the office and back for interviews if these are in person.
- Making any reasonable adjustments - for example ensuring we have BSL interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.

- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

## Person Specification

### Skills and experience

- Qualified accountant with a good understanding of charity finance and the charities SORP reporting requirements
- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Knowledge of good investment management principles
- Strong financial acumen and financial planning experience, preferably within a not-for-profit/third sector environment
- Experience of committee work and trusteeship

### Personal Attributes

- Leadership skills
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidentiality

### In addition to the general attributes of a Trustee

- Commitment to London Youth
- Willingness to devote the necessary time and effort
- Strategic vision
- Understanding the role of non-executive governance in the management of the charity
- Good independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Commitment to London Youth's Trustee Code of Conduct
- Ability and intent to work in line with London Youth's principles

Ideally you will be based in London and be able to commit an average of 3 days per quarter of your time. It is a voluntary role although travel expenses may be claimed.

## | Terms and conditions

**Remuneration:** The role is an honorary, unremunerated role - although reasonable expenses will be paid.



**Commitment:** Ideally, 3 days per quarter

**Wellbeing:** Trustees at London Youth enjoy access to London Youth's Employee Assistance Programme.

## | **How to apply**

### **Key information for your application**

The recruitment process is being undertaken by Inclusive Boards on behalf of London Youth. If you wish to apply for this position, please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.

**To apply or find out more, please get in touch:**

[londonyouth@inclusiveboards.co.uk](mailto:londonyouth@inclusiveboards.co.uk)

0207 267 8369



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