

Southwark Pensioners Centre is Seeking a New Treasurer

Would you like to:

1. Make a positive difference in the community?
2. Volunteer with a committed Board of Trustees?
3. Use your finance skills to benefit older people?

If the answer to all three questions is yes, then you could be the person for us!

Southwark Pensioners Centre is a borough wide resource run by older people for older people working to promote choice, opportunity and quality of life for people aged 50+.

We are looking for someone who:

1. Is experienced and can take the Trustee lead on finance
2. Can help us remain viable and sustainable financially
3. Can provide strategic guidance and support the Finance Manager who works three days a week

The role is open to anyone with suitable knowledge and experience who is committed to the work of the centre. The appointed person will become a Trustee and a member of the Board of Trustees.

Trustees currently meet monthly / bi-monthly.

If you would like to learn more about the role and the centre, please contact recruitment@southwarkpensioners.org.uk or visit our website <http://www.southwarkpensioners.org.uk/>. Please also refer to the background information and role description provided below.

We are seeking expressions of interest by Friday August 6th, 2021.

Expressions of Interest

To be received by Friday August 6th, 2021

If you are interested in the role, please provide a CV and let us know the following in a short note:

1. Why you are interested in the role
2. What you can contribute to Southwark Pensioners Centre (including relevant skills and experience)
3. The names and contact details of two referees

Please email it to: recruitment@southwarkpensioners.org.uk

We would like to meet suitable people beginning the week of August 9th, 2021.

Please note that the role is subject to satisfactory references and a DBS check.

Background: Southwark Pensioners Centre

Southwark Pensioners Centre is a borough wide resource run by older people for older people working to promote choice, opportunity and quality of life for people aged 50+.

Founded in 1987, it is a charity offering a range of services and activities to people over 50 in the London Borough of Southwark. It is based in a shopfront near Camberwell Green and is thus a very accessible facility. It displays information on a wide range of activities and events in its window and reception area. It produces a bi-monthly newsletter with a circulation of over 1000 through being posted to members and left in relevant places.

Trustees, the staff team, and volunteers work to ensure that the centre runs a weekly programme of activities in response to demand from members. These include advice sessions, exercise activities, health sessions, computer and tablet training, creative classes, the Eye to Eye group. SPC also supports the Local History Group, Explorers Club, The Goodrich Club and the Welcome Singers.

It additionally supports the work of Southwark Pensioners Action Group (SPAG) and the Southwark Pensioners Forum. SPAG has monthly meetings on specific topics (health, housing, social care) with councillors and senior officers. It also organises Southwark Pensioners' Parliament, where pensioners meet the three local MPs at Westminster. The Pensioners Forum organises consultation activities on relevant topics.

With the disproportionate impact of the COVID-19 pandemic on older people and communities, SPC's work is now more important than ever.

Role Description: Treasurer

Reports to: The Board of Trustees

Purpose of the role

1. To ensure the financial affairs of Southwark Pensioners Centre are conducted within legal requirements, accounting conventions and good practice
2. In partnership with the Director and / or Finance Officer, ensure the financial viability and development of Southwark Pensioners Centre
3. Overseeing the charity's financial risk-management process
4. Acting as a counter-signatory on charity cheques (including any electronic transactions) and any applications for funds;
5. Board-level liaison with the external auditors/independent examiner and/or accountants on specific issues

Main duties

1. Ensure the board fulfils its financial responsibilities
2. Ensure proper systems for budgeting, financial control, insurance, and reporting
3. Keep board members informed about Southwark Pensioners Centre's finances by written report, at least on a quarterly basis ensuring financial reports are comprehensible and properly discussed
4. Liaise with any staff responsible for the financial activities of Southwark Pensioners Centre
5. Ensure compliance with HMRC requirements as appropriate
6. Ensure financial reports are provided in the proper format and at the proper time, as required by other bodies in law
7. Ensure the appointment of auditors or independent examiners provide a financial report to members on an annual basis
8. Ensure the committee develops a long-term financial strategy for Southwark Pensioners Centre to ensure its financial viability and development
9. Contributing to the fundraising strategy of Southwark Pensioners Centre

Key qualities

Essential

1. Knowledge and experience of financial accounting and reporting procedures, particularly charity finance and the related SORP
2. Knowledge and experience of current fundraising finance practice relevant to voluntary and community organisations.
3. Ability to communicate financial information clearly to those who may have little or no financial background

Desirable

1. A professional accountancy qualification