



# Treasurer



# About Us

**Home-Start Southwark has been providing targeted early intervention for vulnerable children and families for nearly 30 years. For the last 3 years we have been developing a much-needed programme in Lewisham and now deliver support across both boroughs.**



## Our Mission

We provide emotional and practical support to families who are having difficulties managing parenting for a variety of different reasons. We help the parents to create happier lives for their children.

## Our Approach

Most parents would agree that being a parent, wherever you live, whatever your circumstances, isn't always easy. Combine that with additional pressures such as illness or financial worries, and without the support of family and friends, the pressures can seem overwhelming. Our approach is simple, but it works! We provide trained volunteers to help any parent, with at least one child under five, who is finding it hard to cope.

# 2022/2023 Performance

We supported

**202**

Families

of which

**35** Parent &

**63** Children

in **Lewisham**

including

**253**

Parents and

**390**

Children

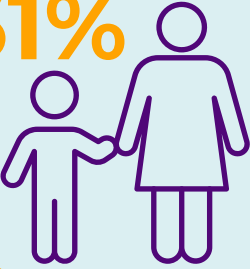
We supported


**78**

**Active Volunteers**  
who provided...

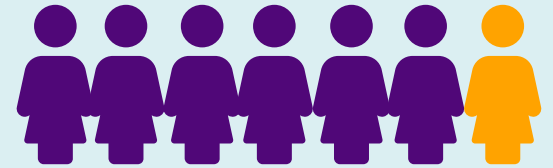
**9,950 hrs**

of family  
support

**61%**  
  
**lone parents**

**1/3**  
of  
parents  
aged  
18 to 26  


**53%**  
no paid  
income  

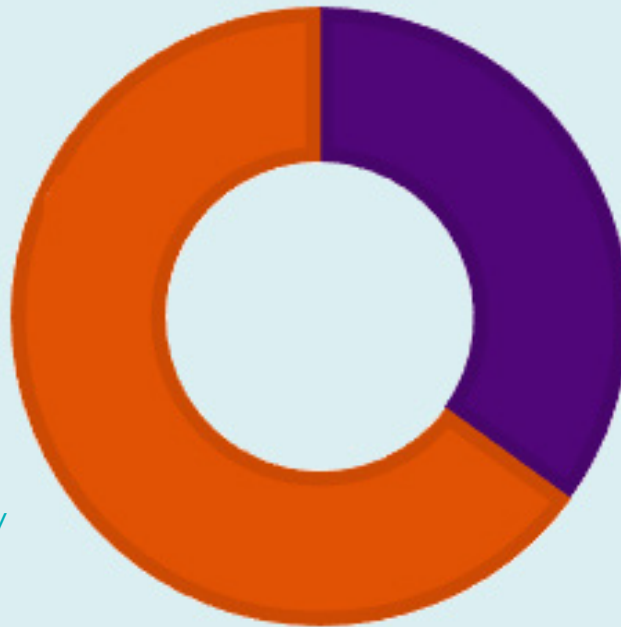
**41%**  
of parents  
experienced  
**Mental Health**  
issues  
including anxiety  
and depression

**79**  
families  
received  
Bump to Babe  
Perinatal  
Support

**1 in 7** parents  
seeking asylum, refugees or  
had limited leave to remain

**36%**  
of families  
also had  
children  
over 5

**65%**  
**of families**  
had at least  
one member  
with a disability  
or health  
condition



we took  
safeguarding  
action  
relating to

**46**  
children



## What We Do

Home-Start Southwark works with families who are pregnant or have children under 5. Our core work is to provide weekly support from a trained peer volunteer or worker empowering families to make changes to improve their lives. The way we support families continues to have relationships at its core – we believe, and our work proves, that the confidence and resilience gained by having someone standing alongside you offering encouragement and support, can make a huge difference to parents and children. Being a parent is difficult regardless of circumstances and many of our families are facing several additional challenges.

Our work is responsive to the community we serve and at times evolves to include groups, events, parenting programmes and specific strands of work such as our current projects; Bump to Babe, Big Hopes Big Future, Being Together and REAL.

Families start their journey with a referral, and then meet one of the Family Support team to discuss their strengths, areas for support and agree what they would like to work on with us. This really varies, and can include support to play, interact and develop relationships and routines with their children, to access services and activities in the community, emotional support to build confidence and resilience, and help with form-filling and budgeting. A family is then matched with a carefully selected volunteer or worker who visits them for around two hours a week for approximately six months to address their needs. The support is reviewed regularly, and adapted based on the family' evolving circumstances. Parents tell us that support from Home-Start is different from other services, that they feel they can be open and are not judged

# About The Role

**Position:** Honorary Treasurer

**Location:** Remote, London

**Time commitment:** 4 Board Meetings per year. 4 Financial Subcommittee Meeting per year. The Treasurer is also expected to have regular meetings with the Chair, CEO, and Operations Manager, and represent the Charity at various events.

**Remuneration:** The role of Board Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed.

**Start time:** ASAP

**Application deadline:** rolling advert

**Interview dates:** to be agreed with the candidates

**Our ambition is to continue to develop outstanding services that meet the needs of our community; if you want to be part of our future, we would love to meet you to discuss this further.**

For an informal discussion about this opportunity, please email [info@homestartsouthwark.org.uk](mailto:info@homestartsouthwark.org.uk) including your mobile number and best times to call and the CEO or member of the Board will be in touch.

**Please apply with a CV and no more than 2 A4 pages supporting statement outlining why you are interested and how you demonstrate the competencies and behaviours outlined in the role description; we are interested in your lived experience as well as any voluntary or employed positions you have held.**

Please send your application document to [info@homestartsouthwark.org.uk](mailto:info@homestartsouthwark.org.uk)

# Role Description

## **Role summary:**

The Trustee Board is crucial to the successful running of the Home-Start Southwark. The Board, in partnership with the CEO and senior executive team, ensures that the organisation operates effectively, setting its strategic vision and supporting the delivery of business plans and key objectives. The Treasurer role is to oversee the charity's financial and risk management processes; monitor the charity's income, outgoings and cash-flow forecasting; and maintain a strategic overview of the organisation's financial resources.

## **Key Responsibilities:**

- Leading the Board's duty to ensure proper accounting records are kept, financial resources are controlled, annual accounts are filed in a timely manner and that Home-Start Southwark is meeting its regulatory requirements as a charity.
- Reviewing HSS's financial performance and overseeing planning/budgeting processes with participation of the Board and constructively challenge where required.
- Advising on the financial implications of the charity's strategic plans, maintaining the charity's risk register, and overseeing the charity's financial risk-management process.
- Developing a reserves policy and safeguarding the organisation's finances.
- Ensuring that HSS has robust and effective financial controls in place.
- To contribute to the effective leadership and governance of the organisation.
- Liaising regularly with CEO and Operations Manager and with HSS's independent examiner or auditor and making sure the Board is aware of any key issues.

# Role Description

*continued*

- Provide reports to the Board.
- Contribute to bid writing with financial models as necessary.
- Approve and monitor payroll and being lead signatory for banking requirements.
- To represent and promote the Home-Start Southwark interest in the wider community, acting as an ambassador for the organisation.
- To attend Board meetings, including Away Days or similar, and contribute effectively in accordance with guidelines set by the Board.
- To maintain confidentiality and be aware of any possible conflicts of interest, declaring these in advance.
- To read Board papers and prepare for meetings in advance to enable a full contribution and appropriate decision making.
- To carry out specific functions as delegated by the Board, which may require membership of a Committee of the Board and attendance at designated Committee meetings, where this is agreed.



# Person Specification

## **Essential:**

- *Committed to be part of the Board for minimum 2 years.*
- *Established Financial Professional with experience of operating at a senior level.*
- *Financially literate with the ability to analyse and understand basic financial statements to focus on the correct areas of organisational performance.*
- *Good understanding of corporate governance and how this applies to the role of a Board member.*
- *Adept with spreadsheets and financial modelling.*
- *Able to scrutinise operational budgets and ensure that financial assumptions are aligned with organisational and strategic aims.*

## **Desirable:**

- *CIMA or ACCA qualified accountant.*
- *Knowledge of Charity SORP.*
- *Experience of Trustee Board and/or committees.*
- *Experience of working with external auditors, including commissioning the audit process and approval of annual accounts.*

## **Personal qualities**

- *Actively role models the professional conduct expected of a Board Member.*
- *Strong commitment to equality and diversity, and inclusion.*
- *Enabling and supportive leadership style that motivates the executive and other staff and Board colleagues to deliver the best.*
- *Has the time and commitment to effectively discharge the responsibilities of the role, is able to attend all meetings and training as required.*
- *Able to contribute effectively to the work of the Board, providing appropriate strategic oversight and scrutiny of the organisation's work.*
- *Ability to proactively support the values of the Home-Start Southwark.*



To visit our website,  
please scan the code



[www.homestartsouthwark.org.uk](http://www.homestartsouthwark.org.uk)

Follow us!



020 7737 7720

[info@homestartsouthwark.org.uk](mailto:info@homestartsouthwark.org.uk)

Registered Office: Canopi, 7-14 Great Dover Street, SE1 4YR

Charity no 1107413 | Company no 5239322