

Pembroke House



Treasurer Recruitment Pack

Thank you for expressing an interest in becoming the Treasurer of Pembroke House. In this document you will find out about the organisation as well as information about the role and how to apply. If you have any questions or would like to discuss the role further either before application or interview, please be in touch with Grisel Tarifa, Director of Finance at grisel.tarifa@pembrokehouse.org.uk

Pembroke House actively seeks and encourages applications from eligible candidates from global majority backgrounds and women who are currently under-represented on our board. People whose principal personal residence is within the three Southwark Council wards of North Walworth, Faraday and Newington are particularly sought, and lived experience of local community issues and knowledge of the Walworth neighbourhood is also highly desired.

Job title: Trustee (Treasurer) of Pembroke House (officially known as Pembroke College Settlement)

Term: Initial term up to 3 years, maximum of 9 years

Location: Walworth, South London

Remuneration: Unremunerated

Trustees can be reimbursed 'for reasonable expenses properly incurred when acting on behalf of the Charity'

Trustees are able to claim a stipend to cover transport or childcare costs to enable them to take up their responsibilities.

Time commitment:

- Four evening Trustee Meetings per year, two in London and two in Cambridge. Ideally these are attended in person and dinner is provided. It is possible to attend these meetings virtually if necessary.
- Attending the AGM in Autumn each year.
- Four evening Finance and Risk Subcommittee meetings per year, all online.

There are further events during the year, for example a lecture during Spring held in Cambridge, which are optional.

Who we are

Pembroke House has been working together with residents and local partners to build good lives in Walworth since 1885.

Through our work, we've built trust and strong relationships with our neighbours. So much of what we've achieved in the neighbourhood first started out as a

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conversation and people coming together. Sometimes that's over hot food at lunch club; over live music at a street party; or through an activity club in our buildings.

We were founded in 1885, by students from Pembroke College, Cambridge, as one of the first settlement houses. Shocked by growing poverty and inequality, the pioneers of the settlement movement sought a new approach: taking up residence to live, work and solve problems alongside local communities.



Pembroke House is unique in retaining the three founding elements of a settlement: a residency; halls for community activities; and a chapel (now the parish church of St Christopher's, Walworth, which is a separately constituted organisation but shares our building, fulfilling the Christian objectives with which Pembroke College Settlement was established. Pembroke House works with the full range of Walworth's diverse community, and our activities are open to people of all faiths and none). For over 130 years, we've been working to bridge traditional divides and unite people – whatever their background or walk of life – in building a better Walworth.

In addition to focusing on the immediate neighbourhood, our founders were also part of a broader movement of settlement houses; as such, their work at the local level was linked to wider developments, and they sought both to learn from and to inspire action that was taking place further afield.

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This continues in our work today. As a settlement, we operate at different tiers: undertaking **local activity** at our buildings in Walworth; galvanising coordinated action across the whole **neighbourhood**; building alliances at the **borough** level; and connecting and sharing our learnings with partners from **further afield**.

Operating across these four tiers, we aim to link local developments with wider questions of policy and practice, and to inspire greater collaboration between partners at different levels of the funnel. We're nurturing and growing an ecosystem in the neighbourhood of relationships, services and spaces.

At the same time as looking outwards at what impact we can make, we also find ourselves in an important moment of looking inwards to nurture our foundations and structures in a way that will allow us to work sustainably into the future. A significant part of this is working towards our Board better representing the Walworth neighbourhood.

We are particularly keen to hear from Black, Asian and other Minority Ethnic groups and women who are currently under-represented on our board. People whose principal personal residence is within the three Southwark Council wards of North Walworth, Faraday and Newington are particularly sought, and lived experience of local community issues and knowledge of the Walworth neighbourhood is also highly desired.

Opportunities and challenges

Since the pandemic, like many other charities, we are facing daunting fundraising challenges. As our annual reports show, we have been:

- hit by wage inflation and higher than expected building costs due to the rising cost of living;
- experiencing lower than expected income targets from hall hire due to charities (our main clients) facing their own challenges;
- facing a shrinking pool of trusts and foundations that we can apply to for grant funding (our main income source), in particular core funding, due to closures of grant programmes or becoming ineligible once our turnover exceeds £1 million; and,
- moving towards a more sustainable project funding model where projects spend within their means and all contribute towards core costs.

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This has resulted in the difficult decision to close or scale back programmes of work; pause recruitment and leave vacant posts unfilled; initiate cost cutting measures; and, place a greater emphasis on generating unrestricted income for example from space hire (both residential and meeting space) or donations.

It is not all doom and gloom though!

A recent award from the National Lottery Community Fund of £150k p.a. for three years has enabled us to expand the Walworth Living Room project and investment to professionalise our space hire business has resulted in a 500% increase in income from this source over the past year.

We also have a healthy balance sheet due to investments in property and stocks and shares. We also own the Pembroke House building and have a preferential lease on All Saints Hall. Both are heritage buildings so whilst rent is zero / low cost, upkeep can be challenging financially.

The majority of our donors have donated to us for 50 plus years and we have never asked them to increase their gift. There is therefore potential to increase income from all donors over the coming years once we have the staff capacity in place to run a comprehensive donor programme.

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Role Description

Duties and responsibilities of Treasurer

Paid staff are responsible for the day to day financial management function. The Treasurer provides oversight and guidance by:

- chairing the Finance and Risk Subcommittee;
- assisting the Chair in ensuring that the Board fulfils its duties and responsibilities for the proper financial governance of the charity;
- advising the board on the financial implications of the organisation's strategic plans;
- guiding and advising the board in the approval of the annual budgets and annual financial statements;
- leading on scrutinising quarterly management accounts and recommend resulting actions to the board;
- ensuring that the charity has adequate and appropriate financial systems, financial policies, processes and internal controls;
- presenting regular financial reports to the board and present the accounts at the annual general meeting;
- contributing to the management of risk;
- maintaining up to date understanding of and ensure compliance with developments in charity finance and regulatory changes;
- supporting the Executive Director and Leadership Team on matters relating to the charity's finances; and,
- ensuring any recommendations of the auditors are implemented.

Duties and responsibilities of all trustees:

- Upholding and adhering to the highest standard of charity governance as set out by the Charity Commission, statutory legislation and other bodies.
- Contributing to the organisation's collective mission, strategic direction and aims. Being well-informed about the charity's purpose, services and strategies and its operating environment.
- Monitoring the performance of the executive against the organisation's strategic and operational plans.
- Exhibiting a commitment to Pembroke House values in attitude and behaviour.
- Providing financial scrutiny and advice, with appropriate oversight of operational plans and budgets.
- Preparing for Board meetings, attending, inputting into discussions, applying good judgement and contributing to the decision-making process.
- Agreeing the risk appetite, monitoring key risks, and ensuring that risk management informs strategic planning and operational budgets.
- Supporting the charity's fundraising efforts.

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- Maintaining productive relationships with a range of Pembroke House stakeholders, partners, other Trustees and staff.
- Complying with the legal duties of Non-Executive Board Members, and ensuring they are fulfilled.
- Disclosing any possible conflict of interest.

Person Specification

Previous board/trustee experience is not necessary but you must be a qualified accountant with experience of charity finance. We welcome applications from all ages and backgrounds.

Treasurer-specific:

- a qualified accountant (ACA, ACCA, CIMA);
- minimum of 3 years senior management experience in a finance role;
- excellent knowledge of charity finance regulations and knowledge of tax related to charities; and,
- able to communicate financial information to non-financial team members.

All trustees will demonstrate the following competencies:

- a passion for Pembroke House's purpose and mission;
- strategic thinking and risk awareness;
- measured judgement and willingness to offer constructive challenge;
- a collaborative approach, interpersonal awareness and excellent communications skills;
- advocacy for diversity, equity and inclusion; and,
- commitment to prepare for meetings and participate actively at board level.



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Applications

To apply, please upload your CV and a supporting statement at this link:
<https://airtable.com/appstv1seveQchexT/shrFHZdjhBnRBcl4y>

Your supporting statement should set out why you want to be considered, your suitability for the role and your knowledge of Walworth and/or community organisations like Pembroke House. This should not exceed two sides of A4.

Recruitment timeline

9am, Monday 13 January 2025 – Applications close

Thursday 16 January 2025 – Shortlisting

Tuesday 21 January 2025 from 5pm – Interviews

For further information about Pembroke House, please visit our [website](#).

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