Katherine Low Settlement

Treasurer

Role Summary

The Treasurer provides strategic financial leadership to the Board and helps ensure KLS is financially sustainable, well governed and able to deliver its charitable purposes. The Treasurer supports the Board in understanding KLS's financial position, scrutinising financial plans and risks, and ensuring appropriate financial controls, reporting and accountability are in place. The Treasurer works closely with the Chair, Chief Executive and relevant staff while maintaining a clear distinction between governance oversight and operational financial management. Day-to-day finance remains the responsibility of staff or appointed finance support, with the Treasurer providing Board-level scrutiny, assurance and strategic guidance.

Main Responsibilities

1. Financial Leadership and Governance

- Chair the Finance Committee and support effective reporting and escalation from the Committee to the Board.
- Provide strategic financial oversight and support the Board to fulfil its responsibilities for financial governance.
- Help ensure KLS has robust financial controls, policies and systems appropriate to its size, activities and risks.
- Support oversight of banking arrangements, financial delegations, authorised signatories and, where relevant, any investment policy.
- Help ensure appropriate anti-fraud controls, financial authorisation processes and separation of duties are in place.
- Support the Board in understanding budgets, management accounts, reserves, cash flow, funding risks and long-term financial sustainability.
- Promote high standards of accountability, transparency and ethical financial stewardship.

2. Financial Planning, Budgets and Reporting

- Support the Chief Executive and relevant staff in presenting clear, timely and accessible financial information to trustees.
- Lead Board-level scrutiny of annual budgets, management accounts, forecasts and financial performance.
- Support financial scenario planning, including cash-flow forecasts, income changes, cost pressures and sustainability options.
- Advise the Board on financial implications of strategic decisions, funding changes, major commitments and organisational risks.

- Help ensure the Board receives assurance that restricted funds, grants and reserves are managed appropriately.
- Leads periodic Board review of the reserves policy and advises on appropriate reserve levels.
- Support oversight of grant compliance, funder reporting requirements and any financial conditions attached to restricted or project funding.

3. Accounts, Audit and Compliance

- Support preparation, scrutiny and recommendation of the annual accounts and financial statements, recognising that approval remains the collective responsibility of the Board.
- Liaise with auditors, independent examiners or external financial advisers as required.
- Help ensure KLS meets relevant charity, company, tax and regulatory financial reporting requirements.
- Support compliance with internal financial policies, delegation arrangements and conflict of interest requirements.

4. Risk, Safeguarding and Sustainability

- Support Board oversight of financial risks, including funding uncertainty, cash flow, reserves, fraud, cyber risk and long-term sustainability.
- Help the Board review and maintain an appropriate reserves policy aligned with KLS's size, risks, commitments and strategic priorities.
- Help ensure financial decision-making supports safe, effective and sustainable services for beneficiaries.
- Contribute to safeguarding assurance by helping ensure resources, controls and reporting arrangements support safe practice.
- Work with the Chair, Vice Chair and Chief Executive during periods of financial challenge, transition or crisis.

5. Board and Executive Partnership

- Build positive working relationships with the Chair, Vice Chair, Chief Executive, senior leadership team and relevant finance staff.
- Support trustees to engage confidently with financial information, asking constructive questions and encouraging informed decision-making.
- Contribute to Board discussions beyond finance, including strategy, governance, safeguarding, equality and community impact.
- Support an inclusive, respectful and constructive Board culture where trustees are able to contribute, challenge and learn.

Person Specification

Essential

- Commitment to the mission, values and community focus of KLS.
- Strong financial literacy and the ability to interpret budgets, management accounts, reserves and financial risks.
- Understanding of trustee responsibilities, charity finance and good governance.
- To always act in the best interests of the charity, proactively identify and declare any actual or potential conflicts of interest, and adhere to the Charity Commission guidelines on managing them.
- Eligibility to act as a charity trustee and, where applicable, as a company director.
- Appointment to this role is subject to a satisfactory Disclosure and Barring Service (DBS) check and successful registration as a company director with Companies House.
- Strategic thinking, sound judgement and the ability to explain financial information clearly to non-financial audiences.
- Ability to support and challenge constructively while maintaining confidentiality and appropriate governance boundaries.
- Commitment to equality, diversity, inclusion and safeguarding.
- Commitment to community participation and to valuing the voices of people with lived experience.

Desirable

- A professional accountancy qualification is welcomed but not essential where equivalent financial leadership or governance experience can be demonstrated.
- Professional finance, accountancy, audit, risk, grant management or charity finance experience.
- Experience as a Treasurer, trustee, committee member or senior leader.
- Experience in the voluntary, community, public or social justice sector.
- Knowledge of charity accounting, reserves policies, restricted funds, audit or independent examination.
- Connections within Battersea, Wandsworth or relevant community networks.

Time Commitment

- Board meetings: 6 per year.
- AGM.
- Annual Strategy away day.
- Board meeting preparation and review of financial papers.

- Regular liaison with the Chief Executive, Chair and relevant finance staff.
- Monthly finance, audit, risk or committee meetings as required.
- Estimated total: 4–8 hours per month, with additional time around budget-setting, year-end accounts and audit or independent examination.

Term of Office

Three years, renewable once, subject to the Articles of Association and trustee approval.

Remuneration and Expenses

This is a voluntary, unpaid role. Reasonable expenses incurred in carrying out the role will be reimbursed in line with KLS policies.

Equality, Diversity and Accessibility

KLS welcomes applications from people from all backgrounds and is particularly keen to hear from candidates with lived experience, community connections or insight into the communities served by KLS in Battersea and Wandsworth. KLS is committed to making the recruitment process accessible and will consider reasonable adjustments where needed.

Shared Expectations for Chair, Vice Chair and Treasurer

All three roles are expected to:

- Uphold the Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Act in the best interests of KLS and its beneficiaries.
- Prepare for and attend Board meetings regularly.
- Respect collective decision-making and trustee confidentiality.
- Champion safeguarding, equality, diversity and inclusion across the organisation.
- Support KLS's commitment to community participation and lived experience.

Induction and Support

Newly appointed Chairs, Vice Chairs and Treasurers will receive:

1. A full trustee induction pack, including governing documents, strategy, policies and recent Board papers.
2. Meetings with the Chief Executive, senior leadership team and fellow trustees.
3. Safeguarding and governance training.
4. Ongoing support from the CEO and Director of Operations and access to external governance training where appropriate.

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Annual Objectives and Review

The Chair, Vice Chair and Treasurer will agree annual objectives with the Board, which may include:

- Strengthening Board effectiveness and diversity.
- Supporting delivery of the strategic plan.
- Enhancing governance, safeguarding and risk oversight.
- Strengthening financial oversight, reserves planning, reporting and long-term sustainability.
- Building external relationships and supporting fundraising.
- Developing succession planning for trustees and leadership roles.

An annual review will be undertaken as part of the Board's governance and effectiveness process.