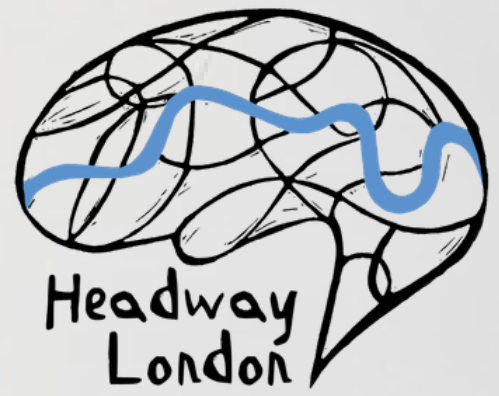




Treasurer
Job Pack

Job Details

Job Title:	Treasurer
Organisation:	Headway London
Location:	238-240 Kingsland Road, London E2 8AX
Duration/ Term:	3 terms of 3 years
Hours:	Up to 5 hours per month
	Trustee positions are voluntary, but reasonable expenses will be reimbursed.

Who are we

Headway London is a unique, diverse and creative community of people living with brain injury and their support network. Currently working across 13 London boroughs, with plans for expansion into 4 more, the organisation offers specialist support and services including therapies, advocacy and family and community support.

We are a buzzing community where people connect, collaborate, and participate. We support our members (as we call our service users) to develop self-identities – friend, artist, dancer, singer, chef, domino player that are located in the present and future rather than the past.





We have an income of 2.7 million, an experienced Board of Trustees, a dedicated and enthusiastic team of 55 permanent employees and over 25 committed volunteers.



About the Role

This is an exciting opportunity to join a distinctive and values-driven organisation. We are seeking a new Treasurer to join the Board of Trustees and play a crucial role in supporting the organisation's sustainable future. While prior knowledge of brain injury is not required, the Treasurer is expected to demonstrate an interest in this area, as well as in the Headway community, and to share the organisation's mission and values.

The Treasurer will lead on the financial strategy, work closely with the Director of Finance, ensuring that financial insight informs the Board's strategic thinking. This will include thorough pre-review of financial reports ahead of each Board meeting, chairing Finance & Audit Committee meetings, and presenting financial reports to the Board and at the AGM.

By offering an independent and candid perspective on all financial matters, the Treasurer will support the Board in fulfilling its responsibilities for the charity's ambitious strategy and governance. They will work collaboratively with fellow Trustees and provide guidance to the Director of Finance and Chief Executive on the strategic management of finances.



We are Looking for someone who brings;

- A robust understanding of organisational finances
- An understanding of charity finances and regulations, including SORP
- A strong grasp of risk oversight
- Knowledge and experience of Local Authority commissioning structures, while not essential, would be an advantage
- Excellent communication skills, with the ability to ask thoughtful, challenging questions and contribute to productive Board discussions
- The ability to work collaboratively with the Director of Finance to shape and monitor financial strategy, goals, policies and performance, and to act as a two-way liaison between Senior Management and the Board
- A natural and down-to-earth style, personable, non-hierarchical and approachable
- Openness to learning about brain injury and the complex needs of brain injury survivors
- A commitment to engaging in community events and being a visible presence to members, such as open days, open studios, Headway Eats and other member-led events
- A values-led approach, with a belief in the power of human relationships to drive strategic outcomes

Time Commitment

The Board of Trustees meets at least 5 times a year in person. In addition to these meetings, the Treasurer is expected to chair the Finance & Audit Committee meetings that take place online before each Board meeting. It is important that the Treasurer is able to visit Headway locations for Board meetings.

As with all Trustees, the Treasurer is required to commit up to 5 hours per month to the organisation. For the Treasurer, this time will largely be structured around Finance & Audit Committee meetings and the AGM.

Trustee positions are voluntary, but reasonable expenses will be reimbursed.

What Headway is Like

It's colossal. It's a brilliant organisation. It's very difficult talking to people who don't understand brain-injury. Headway East London is a large community of people discovering the fullness of life after the shock of brain injury. It's a place to come together to go through the journey together. It's not easy, but Headway makes it easier, it's relaxing, I switch off, the stress comes off my shoulders.

The Headway community gives us all an opportunity to find a previously hidden creativity, giving our lives a purpose we thought was lost. It is an amazing magical place, a joint enterprise with staff, members and volunteers working together, looking forward not back. Life hasn't ended after brain injury; it's a new beginning. We are understood and not judged and encouraged on our new journey feeling warmth, security and understanding. Peaceful – not quiet? Home from home like a pair of warm slippers. We are a family.

We look forward to welcoming you into our community.



To apply

Please submit your CV (including two referees) , a covering letter (maximum of one page) and the voluntary Equal Opportunities Monitoring Form to recruitment@headwaylondon.org.

This is a rolling application, we will close this role once we receive a suitable candidate.

If you would like to have more information, please email us on recruitment@headwaylondon.org, or call on 020 7749 7790, and our Director of Finance will be happy to have an informal conversation.

Headway London is an Equal Opportunities Employer and we are committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, religion or belief, colour, national origin, sex, sexual orientation, disability, age and other protected status as required by law. We promote and protect human rights; they are the foundation of what we do. We want to be an inclusive place where a diverse mix of talented people want to come and contribute their unique strengths and perspectives. We are focused on equality and believe that all the fascinating characteristics that make us different, make us more able to deliver our life-changing work with passion and creativity.

