

## Trustee Recruitment Pack



# The London **Foundation** for Banking & Finance

## About us

### *What we do*

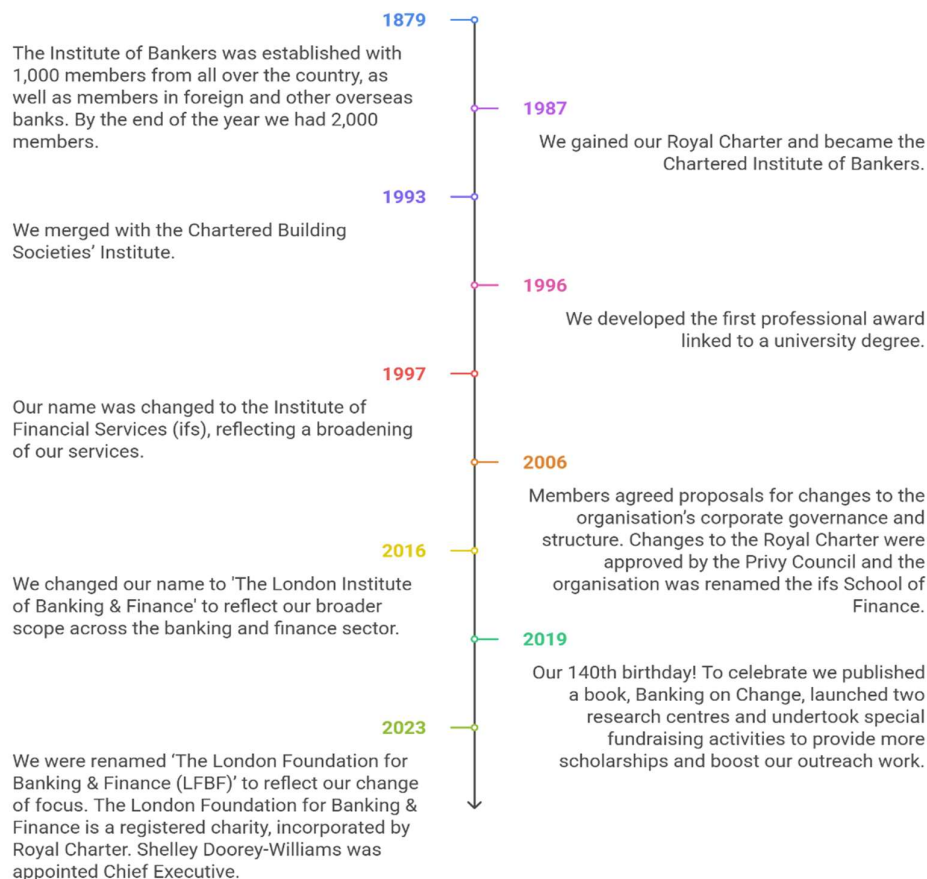
The London Foundation for Banking & Finance's (LFBF) is a registered charity incorporated by Royal Charter. Our charitable purpose 'is the advancement of knowledge of and education in financial services and to carry out research and publish the results for the benefit of the public.'

LFBF also recognises the highest level of professional competence by awarding chartered status to individuals who have demonstrated their commitment to continued education and professional excellence within Financial Services.

### *Our Story*

The London Foundation for Banking & Finance (LFBF) started life back in March 1879, when a group of bank workers came together to establish leadership and professional practice principles for the industry. They created the first Institute of Bankers in England and Wales to offer educational resources to those in the sector.

Over the years, the organisation developed its own industry leading qualifications to create a gold standard of banking and financial education. It also established itself as a leading voice in the banking world, providing invaluable insights into all areas of the industry and promoting the highest standards of professional competency.



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Today, we exist to support the advancement of knowledge and education in financial services. Previously, we were called The London Institute of Banking and Finance (LIBF), and we were renamed following the sale of our education and training activities in March 2023.

Today, our focus is on:

- **Supporting our members and creating community:** We support financial services professionals, nurturing diversity, innovation and professional excellence. We believe that working with the financial services industry is crucial for building financial capability.
- **Sharing insights and best practice:** We produce research and thought leadership in financial capability and through our think-tank, the Centre for the Study of Financial Innovation. We believe that change requires evidence and innovative thought.
- **Building financial capability:** We work directly and through sponsorship and partnerships to reach individuals across the UK, empowering them with the skills they need to become financially capable. We believe everyone should have an opportunity to be financially capable.

More information about our work can be found on our website ([Our work - LFBF](#)).

## Our Board and responsibilities

LFBF's Board have experience from a wide variety of different backgrounds, each with different skill sets and experiences.

The Board responsibilities include:

- Duty to act in the interests of LFBF, being committed to the strategic objectives and core values of the charity.
- Duty to govern LFBF with proper skill and care, contributing to, abiding by and assuming collective responsibility for Board decisions.
- Ensuring the charity operates effectively and efficiently.
- Contributing to and ensuring compliance with the vision, values and strategic objectives of the charity.
- Ensuring risk control and management.
- Approving and monitoring performance in relation to financial information, budgets, strategic plan and accounts.

## Role Overview

Our trustees play a vital role ensuring that The London Foundation for Banking & Finance (LFBF) achieves its charitable purpose. They oversee the overall strategic management and administration of the charity. They also ensure that LFBF has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable LFBF to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

## Role responsibilities

The primary responsibilities of the trustee are as follows:

- Support and provide advice on LFBF's purpose, vision, goals and activities.
- Approve strategic objectives and policies and monitor and evaluate their implementation.
- Oversee LFBF's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve LFBF's financial statements.
- Provide support and challenge to LFBF's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in LFBF's operating environment.
- Contribute to regular reviews of LFBF's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Attend LFBF events as appropriate.
- Use independent judgment, acting legally and in good faith to promote and protect LFBF's interests, to the exclusion of their own personal and/or any third party interests.

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- Contribute to the broader promotion of LFBFs objects, aims and reputation by applying their skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

### Key skills

We are looking for people willing to bring enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

We are particularly interested in recruiting those with experience across these sectors or groups:

- financial education / financial sector
- membership
- education
- research
- communications
- working with younger people
- digital / artificial intelligence
- marketing
- fund raising

Due to a number of our current trustees reaching their term in the coming months, we are looking to recruit up to 4 new trustees. In the main we are looking for experienced trustees however one trustee role will be available for those with little or no previous governance experience as we will provide a full induction and training.

In particular we are looking for:

- Knowledge and experience across 1 or more areas of our remit e.g. financial capability, education, membership, research, communications or in the areas of digital / artificial intelligence, marketing or fund raising
- Willingness and ability to understand and accept their responsibilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Integrity, probity and high ethical standards.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### Anticipated Time Commitment:

- Attending 4 Board meetings annually with each lasting between 2-3 hours and sometimes a working lunch. Currently meetings are held in person at our London office with access to Board papers provided electronically.
- Attending an annual strategy or training days, maximum of 2 days per year.
- Being a member of a Sub Committee providing ad hoc and occasional support through working groups and / or support to the executive team – maximum of 2 days per year.

This appointment is for an initial period of three years with the possibility of an extension of the same length to a maximum of six years.

This is a voluntary position, but reasonable expenses are reimbursed.

### Process, Timescales and how to apply

#### *Application Process*

Thank you for your interest in this exciting new opportunity with LFBF. Here's some information that you'll find helpful in completing your application.

We are advertising across a number of platforms however you'll need to apply via the advert on the Charity Job website, completing any questions asked and upload your CV and a covering letter supporting your application.

The closing date for applications is 11:30pm on Sunday 31 May 2026. We won't be able to accept late applications.

Our recruitment process will contain an initial virtual interview followed by further shortlisting to identify candidates to attend the formal face to face interview. If you're invited to attend either interview type, we'll contact you by email or phone to confirm the arrangements.

If you're unsuccessful at the shortlist stage, we'll also contact you by email to let you know.

#### *Recruitment Timetable*

Closing date: Sunday 31 May 2026, 11:30pm

Initial Virtual interviews: Wednesday 10 June – Friday 19 June 2026

Face to face Interviews: Between 3-23 July 2026