



Family Action

ORGANISATION TYPE
Charity/NFP

INDUSTRY / SECTOR
Social Care / Welfare/ Disability

ABOUT THE ORGANISATION
About Family Action

Founded in 1869, the charity was providing services to children and families before the first aeroplane flew, before the first car was invented, even before it was first made compulsory for all primary age children to attend school. Our history is remarkable – we were there at the very beginnings of social work, we created the first Citizens Advice Bureau and the forerunners of Job Centres. Today, Family Action supports over 60,000 families and hundreds of thousands of children and young people a year through some 175 community-based services, as well as supporting thousands more through national programmes and grants.

At Family Action we believe no one should be defined by their circumstances. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

WEBSITE URL
<https://www.family-action.org.uk/>

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POSITION
Treasurer

LOCATION
United Kingdom

TIME COMMITMENT
9 meetings per annum

REMUNERATION
Unpaid/ Expenses only

SKILL SOUGHT
Accounting; Business Operations; Finance; Governance

Closing Date: 30 Nov 2023 [HOW TO APPLY](#)

Position Description

The current Treasurer of Family Action will be leaving the Board early in 2024. This is a wonderful opportunity to use your finance skills to support the work of Family Action as our new Treasurer whilst also benefitting from a full handover with the current occupant of the role.

The Treasurer will oversee the financial affairs of Family Action to ensure that they are compliant within charity accounting practices. They will ensure that all records are maintained accurately, and effective financial procedures are in place. The Treasurer will also be required to be a member of the Audit Committee and attend all meetings.

Ideally, the Treasurer will be knowledgeable and experienced in current and fundraising finance practices that are relevant to Family Action. We are keen for them to have in-depth knowledge and experience of financial management in charities and good analysis skills. This could come from working for a charity or from being a trustee of a charity.

The Treasurer will work closely with the Director of Finance, CEO and other relevant Executive Group members to ensure the ongoing financial viability of the organisation. They will ensure that fellow trustees are aware of their financial responsibilities and will interpret any financial data when necessary and take a particular interest in the reporting of Family Action's Management Accounts at Trustee Board meetings.

In addition to the above duties, all Family Action trustees should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has special expertise. The Charity Commission provides a raft of guidance regarding trustees' duties.

Time Commitment

The Honorary Treasurer is required to attend all Trustee Board and Audit Committee meetings, a total of 9 per year, at least half of these meetings will take place online. The Treasurer is also required to meet with the Director of Finance by agreement and those meetings can be online too.

Board meetings are held five times a year and papers are distributed a week in advance of meetings. Board meetings tend to last 2½ hours. New trustees will be offered a comprehensive induction by senior staff at Family Action and can be buddied up with a more experienced Trustee.

The Audit Committee meets four times a year (for 2 hours each meeting).

Trustees will also have the opportunity from time to time to visit our services to develop their understanding of the work that the charity delivers, and to undertake and maintain appropriate learning and development where required.

Selection Criteria

The ideal candidate will have relevant qualifications with significant experience of the Charities SORP, and it would also be an advantage if you had an interest in the provision of services to vulnerable people. You will join an energetic and active board who take pride in their support of this over 150-year-old charity, with approximately 175 services nationally.

Bringing a focus on compliance, you need to be an adaptable, supportive and responsive leader, possessing a depth of experience and gravitas, and able to build trust and confidence quickly with both your fellow trustees, with our Finance Director and senior staff and with other key internal and external stakeholders.

Each trustee is also expected to have:

- A commitment to the purpose of Family Action and understanding of its work and services. This would include an expectation to visit at least one Family Action service each year.
- An expectation that they will attend every board meeting, and any committee meeting of which they are a member
- A willingness to devote the necessary time and effort and to share helpful contacts, knowledge and insight
- Integrity and an expectation that they will declare any conflict of interests as and when they arise
- An understanding of Family Action's objects and powers under its Articles
- Strategic vision
- Good, independent judgement

How to Apply

Family Action is committed to equality and diversity. We welcome applications from all sections of the community and from a diverse range of backgrounds, UK wide. We know that greater diversity will lead to even greater results for families and children and strive for our Board of Trustees to be truly representative of the diverse communities we support. Family Action have asked WB Bespoke search team to help with the search and collection of applications.

For a confidential discussion with the Chair please email : ian_hargrave@hotmail.com

Please send your CV and covering letter to Applications to Rachel Tranter at applications@wbdirectors.co.uk

SELECTED VACANCIES

The Kids Network
Greater London
Board Chair
Closing Date: 01 Dec 2023 [VIEW VACANCY](#)

TB Eradication Programme Board
Wales
Board Chair
Closing Date: 06 Nov 2023 [VIEW VACANCY](#)

Animal and Plant Health Agency
United Kingdom
Board Member
Closing Date: 24 Nov 2023 [VIEW VACANCY](#)

Joint Nature Conservation Committee
East of England
Board Chair
Closing Date: 20 Nov 2023 [VIEW VACANCY](#)