

# Treasurer Recruitment Pack



Dear Candidate

Thank you for your interest in the role of Treasurer at Vauxhall City Farm.

This is a thrilling time to join us as we prepare for our 50th Anniversary in 2026, and we would love for you to be part of this milestone.

Vauxhall City Farm is one of the oldest and most centrally located city farms in London. However, we offer much more than just a farm experience. We are a sanctuary in the heart of the city, providing life-changing opportunities for individuals in some of London's most disadvantaged boroughs, while also offering a beautiful and safe green space for everyone.

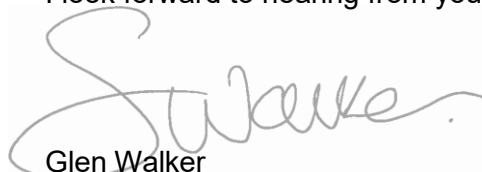
Every year, we welcome 60,000 visitors to our farm, including 7,000 children and young people from local schools and colleges who participate in workshops and activities, and over 50,000 members of the wider community who engage with our mobile farm, training, development programmes, and outreach initiatives.

As Treasurer, you will be joining a small but dedicated board of Trustees. You will collaborate closely with our Managing Director, supporting the annual audit process and providing guidance on financial matters. Your expertise will be crucial in helping us diversify our funding streams over the next three years.

Vauxhall City Farm encourages applications from people of all backgrounds, but for this role we do ask that you have a relevant financial qualification.

Do take a look at our website <https://www.vauxhallcityfarm.org/> and feel free to reach out to me via [LinkedIn](#) if you have any questions.

I look forward to hearing from you.



Glen Walker  
Chair – Vauxhall City Farm

**Role Title:** Treasurer  
**Location:** Vauxhall, South London

## The Role

We are looking for an exceptional individual to join our Board of Trustees as Treasurer, playing a key role in overseeing the charity's financial health, governance, and long-term sustainability. As Treasurer, you will advise the Board on all financial strategy matters, ensuring the charity's financial integrity.

Joining our Board offers diverse and challenging opportunities for those passionate about shaping the charity's future. As a Trustee, you'll have the chance to contribute your ideas and influence at Board meetings and stakeholder events.

We provide all Trustees with a thorough induction and ongoing support for their development and engagement. In return, you'll experience the satisfaction of seeing impactful initiatives come to life and knowing you've contributed to positive change in the lives of girls and young women.

We are seeking someone with extensive experience in financial management and oversight at a leadership level, with the ability to communicate complex financial information clearly to a variety of audiences. Whether your experience comes from the charity sector or elsewhere, you will possess strong commercial acumen, a deep understanding of good governance, and the capacity to challenge both the Executive and fellow Board members in a collaborative and constructive manner, using sound judgement.

## Responsibilities of a Trustee

The Board has overall legal responsibility for the direction and control of Vauxhall City Farm and is collectively accountable for compliance with relevant legislative and regulatory requirements.

The Trustee position therefore carries legal duties and responsibilities. It is a voluntary role, which should be undertaken because Trustees are committed to furthering the purposes of the farm and have the skills, experience and personal qualities needed for the strategic management of our organisation.

Trustees have overall responsibility for shaping the policy and strategic direction of the farm. The day-to-day operations are overseen by staff and volunteers, all operating under the overarching leadership of the Managing Director.

To serve as a Trustee an individual must be over the age of 18 and not be disqualified because of bankruptcy, unspent criminal convictions for offences of deception or dishonesty, or a legal order for removal/ disqualification as a Trustee or company director. It is a criminal offence to act as a Trustee while disqualified.

## **Treasurer Key Responsibilities**

As the Treasurer you will:

- serve as Chair of the Finance and Risk Committee
- support the management team with the review and presentation of budgets, accounts and financial statements to board.
- liaise with designated trustee's and Managing Director about financial matters.
- ensure that appropriate financial systems and controls are in place.
- ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.
- ensure compliance is within relevant legislation.

## **Financial Oversight and Management**

- In collaboration with the Managing Director and Board, monitor and review the organisation's cash flow, bank accounts, and other activities.
- Ensure there are adequate systems of internal controls to safeguard assets and prevent fraud.

## **Budgeting and Forecasting**

- Review regular budget reports and financial forecasts to help guide decision-making.

## **Financial Reporting**

- Review monthly, quarterly, and annual financial statements and flag discrepancies or areas of concern.
- Ensure that financial reports comply with regulatory standards.

## **Regulatory Compliance**

- Ensure compliance with all applicable financial regulations, tax requirements, and filing deadlines.
- Support work with auditors, preparing documentation and responding to audit findings as necessary.
- Ensure accurate records to support the organisation's tax and legal filings are maintained.

## **Risk Management**

- Assess and manage financial risks to the organisation, including investments, liquidity, and operational risks.
- Ensure relevant and appropriate policies are in place to mitigate potential financial risks.
- Ensure there is appropriate insurance coverage for organisational assets and operations.

## **Financial Policy Development**

- Support the review and agree financial policies and procedures, ensuring they support the organisation's objectives and integrity.

## **External Relations**

- Act as an ambassador for the charity.
- Represent the charity at external functions, meetings and events.

## Person Specification

### Experience

Strong commercial awareness with experience in handling financial information and providing financial analysis.

Demonstrable risk management and assurance expertise with the ability to make sound judgement of organisational wide risks.

Qualified accountant (ICAEW, ACCA, CIMA, CIPFA).

Experience of governance, financial control and budgeting.

### Technical Skills

Proficiency with financial management software (e.g., QuickBooks, Excel) and familiarity with budgeting, forecasting, and reporting tools.

### Analytical Skills

Ability to analyse financial data, identify trends, and make sound recommendations.

### Communication Skills

Strong verbal and written communication skills, with the ability to present financial data to non-financial stakeholders.

Strong inter-personal skills and abilities in an ambassadorial role

Ability to foster and promote a collaborative team environment.

### Attention to Detail

A high degree of accuracy and attention to detail in financial recordkeeping and reporting.

### Ethics and Integrity

A commitment to transparency, honesty, and confidentiality in handling financial matters.

A strong commitment to our vision, mission and values.

An inclusive approach, ensuring all views are taken into account and that consensus and clarity of outcomes are achieved.

### Term of appointment and remuneration

Trustees are appointed for a three-year term and can be re-appointed for one additional term. This appointment is offered on a voluntary basis, though any reasonable travel expenses will be paid.

### Time commitment and location

Board meetings are held in-person (virtual attendance possible) for up to 3 hours, held four times per year in Vauxhall, South London. Trustee attendance at key event, including training and some key meetings is encouraged.

### How to Apply

To apply for this role, please provide the following documents:

- An up-to-date CV.
- A supporting statement, a maximum two pages, that outlines your interest in this particular organisation and role, and your fit against the essential experience criteria set out in the person specification and role description.



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 020 7582 4204  
 [www.vauxhallcityfarm.org](http://www.vauxhallcityfarm.org)

Please send your application through to [recruitment@vauxhallcityfarm.org](mailto:recruitment@vauxhallcityfarm.org) with the subject heading: TREASURER

Applications should be submitted by midday:  
Shortlisting will take place week commencing:  
Interviews will be held:

4<sup>th</sup> March 2025.  
10<sup>th</sup> March 2025  
21<sup>st</sup> March 2025