Pembroke House

Treasurer Recruitment Pack

Thank you for expressing an interest in becoming a Trustee of Pembroke House. In this document you will find out about the organisation as well as information about the role and how to apply. If you have any questions or would like to discuss the role further either before application or interview, please be in touch with Mike Wilson, Executive Director, at mike.wilson@pembrokehouse.org.uk

Pembroke House actively seeks and encourages applications from candidates from diverse backgrounds. We actively encourage applications from eligible candidates from global majority backgrounds. We strongly encourage applications from people who live locally, and put a high value on what lived experience of the local area could bring to this role, and the organisation as a whole.



Pembroke House 80 Tatum Street, London SE17 1QR | 020 7703 3803
info@pembrokehouse.org.uk | @Pembroke1885

Registered Charity Number: 1177866 Registered Company Number England and Wales: 10586362

We are currently looking to fill the position of Treasurer and Chair of the Finance & Risk subcommittee.

Previous board/trustee experience is not necessary and we welcome applications from all ages and backgrounds.

All successful Trustees will demonstrate the following competencies:

- a passion for Pembroke House's purpose and mission;
- strategic thinking and risk awareness;
- measured judgement and willingness to offer constructive challenge;
- a collaborative approach, interpersonal awareness and excellent communications skills;
- advocacy for diversity, equity and inclusion;
- commitment to prepare for meetings and participate actively at board level.

In addition, ideally, our Treasurer would have:

- A minimum of 3 years senior management experience in a finance role;
- An excellent knowledge of charity finance regulations and knowledge of tax related to charities; and,
- The ability to communicate financial information to non-financial team members.



Role Description

Duties and responsibilities of all trustees:

- Upholding and adhering to the highest standard of charity governance as set out by the Charity Commission, statutory legislation and other bodies.
- Contributing to the organisation's collective mission, strategic direction and aims. Being well-informed about the charity's purpose, services and strategies and its operating environment.
- Monitoring the performance of the executive against the organisation's strategic and operational plans.
- Exhibiting a commitment to Pembroke House values in attitude and behaviour.
- Providing financial scrutiny and advice, with appropriate oversight of operational plans and budgets.
- Preparing for Board meetings, attending, inputting into discussions, applying good judgement and contributing to the decision-making process.
- Agreeing the risk appetite, monitoring key risks, and ensuring that risk management informs strategic planning and operational budgets.
- Supporting the charity's fundraising efforts.
- Maintaining productive relationships with a range of Pembroke House stakeholders, partners, other Trustees and staff.
- Complying with the legal duties of Non-Executive Board Members, and ensuring they are fulfilled.
- Disclosing any possible conflict of interest.

Particular duties and responsibilities of Treasurer

Paid staff are responsible for the day to day financial management function. The Treasurer provides oversight and guidance by:

- chairing the Finance and Risk Subcommittee;
- assisting the Chair in ensuring that the Board fulfils its duties and responsibilities for the proper financial governance of the charity;
- advising the board on the financial implications of the organisation's strategic plans;
- guiding and advising the board in the approval of the annual budgets and annual financial statements;
- leading on scrutinising quarterly management accounts and recommend resulting actions to the board;
- ensuring that the charity has adequate and appropriate financial systems, financial policies, processes and internal controls;

- presenting regular financial reports to the board and present the accounts at the annual general meeting;
- contributing to the management of risk;
- maintaining up to date understanding of and ensure compliance with developments in charity finance and regulatory changes;
- supporting the Executive Director and Leadership Team on matters relating to the charity's finances; and,
- ensuring any recommendations of the auditors are implemented.

Time commitment for all Trustee roles:

- Four evening Trustee Meetings per year, two in London and two in Cambridge. Ideally these are attended in person and dinner is provided. It is possible to attend these meetings virtually if necessary.
- Attending the AGM in Autumn each year.
- The Treasurer will be required to chair four online, evening Finance and Risk Subcommittee meetings per year
- For other trustees there is a possibility of being on a subcommittee and attending ad hoc meetings as part of this.

There are further organisational events during the year, which you are encouraged to attend.

Remuneration

This role is unremunerated, however Trustees can be reimbursed for transport or childcare costs to enable them to take up their responsibilities.

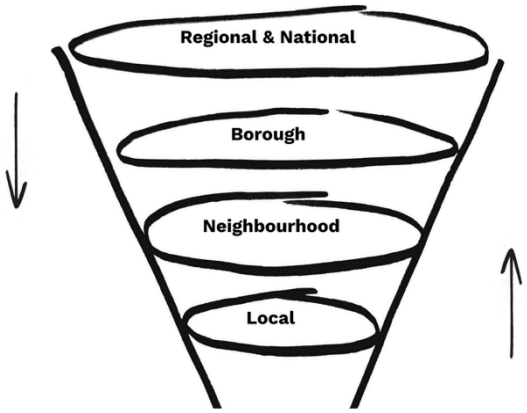
Who we are

Pembroke house is one of the first settlement houses, with over 140 years' experience as a crucial community space in Walworth, Southeast London. We are a community-led organisation, with the majority of staff from the neighbourhood or surrounding areas, and we have a track record of matching neighbourhood impact with influencing well beyond Walworth.

All our work is guided by 4 working principles:

- CONNECT people together and strengthen relationships;
- GROW by collectively learning and developing new skills;
- ACT to build a better neighbourhood;
- SHARE our stories and experiences in order to bring about radical change.

The old-age pension, free legal advice, and the profession of social work itself can all trace their roots to the deep community work of settlement houses like Pembroke House and we are convinced that we need spaces like these again today: centres that can unite neighbourhood and nation.



So today we are building a 'settlement model for the 21st century', anchored in our 'neighbourhood funnel': providing opportunities for people to connect and build new relationships **locally**; galvanising coordinated action across a whole **neighbourhood**; building effective alliances across our **borough**, and linking this work to reforms **further afield**.





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Applications

To apply, please upload your CV and a supporting statement at this link:
https://airtable.com/appstv1seveQchexT/shrFHZdjhBnRBcl4y

Your supporting statement should set out why you want to be considered, your suitability for the role and your knowledge of Walworth and/or community organisations like Pembroke House. This should not exceed two sides of A4.

Recruitment timeline

9am, Monday 12 October 2026 Applications close. Please note we will be shortlisting and interviewing candidates throughout this period.
Week Starting Monday 12 October 2026 – Final shortlisting.
Week Starting Monday 19 October 20265 – Interviews.
We will look to formally appoint new trustees at a meeting in mid-November 2026.

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