

Treasurer – Board of Trustees

Voluntary Action Camden (VAC)

Voluntary Action Camden (VAC) is seeking a dedicated **Treasurer** to join our Board of Trustees. This is a pivotal role, ensuring our charity remains financially secure while continuing to move in the right strategic direction.

As Treasurer, you will work closely with staff and fellow Trustees to oversee VAC's financial health, support robust governance, and help shape the future of our support for the Camden community.

What the Role Involves

- **Governance:** Joining our Board as a Trustee and serving as the lead on financial matters.
- **Financial Oversight:** Overseeing VAC's financial stability and guiding key financial decisions.
- **Collaboration:** Working alongside staff and committee members to ensure transparency.
- **Compliance:** Reviewing budgets, accounts, and financial processes.
- **Strategy:** Playing an active part in shaping VAC's long-term strategy and mission.

Who We Are Looking For

We welcome candidates with professional skills or relevant lived experience, including:

- **Professional Expertise:** Experience in accountancy, legal work, or income generation.
- **Sector Knowledge:** Understanding of charity governance or the voluntary sector (helpful but not essential).
- **Local Insight:** An understanding of Camden's diverse communities.

Note: You do not need previous Trustee experience to apply. We provide full training and a comprehensive induction to support you in the role.

Commitment to Diversity

We are committed to building a Board that truly reflects Camden's diversity. We particularly welcome applications from:

- Young people and those at early career stages.
 - LGBTQIA+ people.
 - People of colour / Global Majority communities.
 - Disabled people or those with mental health conditions.
 - People from all socio-economic backgrounds.
-

Time Commitment

- **Board Meetings:** 4 per year.
 - **Finance Committee:** 4 per year.
 - **AGM:** One Annual General Meeting.
 - **Engagement:** Occasional involvement in VAC activities and events.
-

How to Apply

Please submit the following to **info@vac.org.uk**:

1. A **CV** (maximum 2 pages).
2. A **Cover Letter** (maximum 1 page) explaining your interest in the role and what you would bring to the Board.

Deadline: Interviews take place on a rolling basis. This advert will remain open until the position is filled.

For more information, please visit our vacancies page at vac.org.uk.

Role Description: Treasurer & Trustee

Voluntary Action Camden (VAC)

Status: Voluntary (Unpaid)

Location: Camden, London (with remote options for meetings)

Expenses: Reimbursable (Travel, subsistence, and childcare/carer costs)

1. About Voluntary Action Camden (VAC)

VAC strengthens and connects Camden's voluntary and community organisations. Supporting over **345 member groups**, we represent a diverse range of communities and interests. Our mission is to empower Camden's residents, helping them become resilient and influential in the decisions that affect their lives.

Our Vision: A borough where people feel a strong sense of belonging, where communities collaborate, shape services, and take action to meet local needs.

2. Role Overview

The Treasurer is central to ensuring VAC's financial health, transparency, and long-term sustainability. You will provide strategic oversight of our finances, support the Finance Manager and CEO, and empower the Board to make informed financial decisions.

Note: The Treasurer carries out the full legal responsibilities of a Trustee alongside their specialist financial remit.

3. Key Responsibilities

Financial Stewardship (Treasurer-Specific)

- **Oversight:** Maintain a high-level view of VAC's financial health and ensure robust internal financial controls are in place.
- **Planning:** Support the preparation of budgets, accounts, and financial statements.
- **Advisory:** Guide the Board on the financial implications of strategic decisions and ensure an appropriate **Reserves Policy** is maintained.

- **Compliance:** Ensure all accounts meet Charity Commission and statutory requirements, supporting the independent examination process.
- **Reporting:** Present the Annual Accounts at the AGM in a clear, accessible manner for all stakeholders.

Strategic Leadership & Governance

- **Strategy:** Ensure VAC's vision and mission guide all operational work and strategic plans.
 - **Performance:** Monitor progress against objectives and ensure strong systems are in place for staff support and accountability.
 - **Compliance:** Ensure VAC adheres to legal, constitutional, and regulatory requirements.
 - **Resource Mobilization:** Support efforts to attract funding and resources for the wider Camden voluntary sector.
-

4. Person Specification

Essential for All Trustees

- A demonstrable commitment to VAC's vision, values, and the Camden community.
- Understanding of charity governance and the legal duties of a Trustee.
- Ability to maintain confidentiality and act as a professional ambassador for VAC.
- Strategic thinking with the ability to analyze complex information and make sound judgments.

Specialist Skills for the Treasurer

- **Financial Expertise:** Professional accountancy skills, financial management experience, or currently in advanced financial training.
- **Sector Knowledge:** Experience in charity finance, fundraising, or pensions is highly desirable.
- **Analytical Mindset:** Ability to analyze financial proposals, assess risk, and provide ad hoc advice to staff.
- **Communication:** Capacity to translate complex financial data into "plain English" for non-financial Board members.

5. Time Commitment

The estimated time commitment is approximately **10 days per year**, broken down as follows:

- **Board Meetings:** 4 per year (approx. 90 mins, typically weekday lunchtimes).
- **Finance Subcommittee:** 4 per year (approx. 60 mins).
- **Annual General Meeting:** Attendance at the yearly AGM.
- **Ad Hoc:** Occasional engagement in training, development, or VAC community events.

Attendance Policy: Trustees who miss three consecutive meetings will be considered to have stepped down to ensure Board effectiveness.

6. How to Apply

Please submit your **CV (max 2 pages)** and a **Cover Letter (max 1 page)** detailing your suitability for the role to **info@vac.org.uk**.

VAC is committed to equity and diversity. We encourage applications from all backgrounds to ensure our Board reflects the vibrant community of Camden.

Voluntary Action Camden History



Began 1907 as Hampstead Council for Social Welfare

Moved to King's Cross as Local Infrastructure Organisation in 80's

Now based at Holborn Library

Supporting 1,122 charities in Camden.

2025 Highlights

**Have 345 VAC
members,
accessing services
and support**

Advocate and
represent the sector
on key Boards

Support Health
Population strategic
work

Provide training,
workshops,
including
Safeguarding

We're Social
Prescribing 1st
contact point for
Camden

2025 Highlights



CO-CHAIR CEO &
TRUSTEE NETWORK WITH
VOLUNTEER CENTRE
CAMDEN



MANAGE NEW GROUPS
NETWORK, HELPING
YOUNG CHARITIES



HOST COMMUNITY
FUNDRAISING PORTAL,
WITH 1,000 HITS
ANNUALLY



PUBLISH WEEKLY CHARITY
INFORMATION
NEWSLETTER



HOST COMMUNITY
DIRECTORY (GREEN
FOCUS, LOCAL GROUPS,
ROOM HIRE)

Future

**Expand Social Prescribing
provision**

Link charities into Health
Partnership Network

Enhance training offer

Build Monitoring & Evaluation
Network

Closer collaboration with
infrastructure agencies

Finance Overview

2024 – 2025
(Accounts just
Examined)

Income; **£389,025**

Expenditure;
£352,490

Profit = £35,535

- 2025 – 2026 (current year)

Income; **£366,337**

Expenditure;
£381,996

Loss = £15,659

- 2026 – 2027 (next year)

Income; **£350,288**

Expenditure;
£352,084

Cash on hand:
£60,000 Restricted,
£10,000
Unrestricted

Loss = £1,7977

Board Members & Observers

Kathy Elliott,
Co-Chair

Chikwaba
Oduka, Co-
Chair

Mahira Mazar,
Treasurer

Jo Reeder,
Board
Member

Paul Crozier,
C4 Observer

Daniel Pitt,
C4 Observer

Nasim Ali,
Council
Observer

Office at Holborn Library

32-38 Theobalds Rd, London WC1X 8PA

