



Healthwatch Islington

Treasurer

Recruitment pack

January 2025



Healthwatch Islington

Healthwatch Islington is led by a Board of trustees, local people with an interest in ensuring Islington residents have the best health and care. We have a staff team made up of 12 people and a volunteer team of around 20.

We influence health and care commissioning in and around Islington and provide local residents with information about local services and their rights to access those. We are part of a network of Healthwatch organisations across England.

We hold several contracts with statutory providers, these range in length from one to nine years.

Treasurer role

Healthwatch Islington's treasurer's role is to oversee the financial health of the organisation and ensure that it's managed in a way that protects its financial integrity. Duties include:

- Working with the CEO and accountant on the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring, at a board level, that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with the CEO and accountant
- Being knowledgeable of the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised.

- Working with the CEO and chair to oversee the development and implementation of systems for appraising, mitigating and reporting financial risk.
- Supporting the CEO/ accountant to ensure that the accounts are prepared and disclosed in the form required by relevant statutory bodies e.g. the Charity Commission
- Keeping the board informed about its financial duties and responsibilities and liaising with the CEO and chair to develop the financial understanding of the Board of Trustees.

What we are looking for

- A finance professional. A knowledge of charity finance is an advantage.
- A strategic thinker with the ability to balance risk and opportunity.
- A clear communicator with the ability to bring financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting and setting budgets

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees:

Trustees

The Board can have up to nine members and may include a Chair, Vice Chair and Treasurer. The role of the Board is to make sure Healthwatch Islington acts within the law and within the best interests of residents (we currently have 7 members).

We're keen to recruit people with experience of any of the following:

- Lived experience using health and care services or supporting/caring for someone else who is accessing services,
- Legal expertise around contracting,
- Professional expertise within Human Resources
- Financial management experience.

The Board must act as a group, not as individuals and takes decisions collectively.

- Ensure that Healthwatch Islington complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations,
- Keep up to date with the Charity Commission's Regulatory Framework,
- Contribute actively to the Board by giving firm strategic direction to Healthwatch Islington, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Ensure the financial stability of Healthwatch Islington,

- Ensure the organisation's accounts are a true and fair representation of the organisation's finances,
- Ensure Healthwatch Islington applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be,
- Make decisions for the benefit of the organisation, exercising independent judgement and declaring any interests, exercising reasonable skill, care and diligence in carrying out activities,
- Safeguard the good name and values of Healthwatch Islington,
- Adhere to Healthwatch Islington's Code of Conduct.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

What's involved

Hours: Six evening meetings a year. Board members are expected to attend all board meetings. Meetings last approximately two hours and are usually at Healthwatch Islington's offices in London. Papers are distributed two weeks in advance of meetings and Board members commit to read these in advance. Missing three meetings in a 12 month period may result in Board members being asked to step down.

Additionally, Board members are expected to attend an away day and AGM and may be invited to additional activities and meetings representing Healthwatch Islington in the borough. Board members are expected to attend an induction session at Healthwatch Islington prior to their first board meeting.

Location: Meetings are held at our office Claremont, White Lion Street, N1 9PD. All other activities take place in Islington.

Salary: This is an unpaid role

Expenses: Those expenses incurred while travelling to meetings will be covered by Healthwatch Islington upon presentation of receipts and completion of an expenses claim form.

Person specification for all Board members

You must be at least 18 years old to be a Board member. You must be properly appointed following the procedures and any restrictions in our governing document. Applicants should live or work in Islington.

You must not act as a Board member if you are disqualified, unless authorised to do so by a waiver from the Charity Commission. The reasons for disqualification include:

- having an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- being bankrupt, or entering into a formal arrangement (for example an individual voluntary arrangement) with a creditor
- removal as a company director or charity trustee because of wrongdoing

Board members are expected to have:

- a commitment to the mission of Healthwatch Islington
- a willingness to meet the minimum time requirement
- integrity
- good, independent judgement
- an ability to think creatively
- a willingness to speak up
- an ability to work effectively as a member of a team and to take decisions for the good of Healthwatch Islington.

We would welcome experience of the following (though training can be provided):

- an understanding and acceptance of the legal duties, responsibilities and liabilities of directors/ trustees,
- financial management,
- human resource management including recruitment and supervision of CEO,
- public policy and affairs,
- health and social care,
- research, evaluation and impact.

Healthwatch Islington is committed to equality and diversity and welcomes applications from all backgrounds. We would particularly welcome applications from people from ethnic backgrounds and older people, as well as people with knowledge of the local area. Experience as a trustee would also be welcome but is not essential.

To apply

Please send a covering letter outlining why you're interested in our organisation and what you would bring to the Board along with a CV to our Chief Executive laura@healthwatchislington.co.uk (07984 445 668 for any queries).