



CANDIDATE PACK FOR TREASURER AND CHAIR OF THE FINANCE & AUDIT COMMITTEE

WELCOME FROM OUR CHAIR

Dear Applicant,

Thank you for your interest in becoming Trustee of Single Homeless Project (SHP). Our work prevents homelessness, provides safe places to live and gives people the opportunity to rebuild their lives and reclaim their futures. And we never give up.

We began in 1975 when six homeless Londoners set out to challenge the system and make their vision of a safe place to live for everyone a reality. A lot has changed since then, but our spirit hasn't. In a city where hundreds are forced into homelessness every day, our work has never been more needed or more challenging. And we're not shying away. We're rolling up our sleeves to make change and helping over 10,000 Londoners every year. You can read more about us and what we do [here](#).

This is a particularly exciting time to join us as we mark our 50th Anniversary and launch a bold new strategy. At a time of such unprecedented change nationally, of huge political and economic upheaval, and of rising costs for everyone, what we do is only set to grow in importance. In response to the external environment and what our clients told us needs to change for them, we are leading SHP into a new and ambitious era of development and impact. And we are looking for new trustees to help us do that.

One of our new appointees will act as Treasurer and chair our Finance & Audit Committee. This position is central to supporting the Board and executive team as we set our risk appetite, oversee financial sustainability and manage SHP through a period of both high demand and opportunity as we launch our new strategy. We are looking for an experienced, qualified senior finance professional and substantial personal credentials in advising and supporting organisations through periods of development and opportunity.

New trustees can expect to be part of a tenacious, diverse, high-performing and genuinely committed team of non-executives, working closely with our talented management team. SHP is deeply committed to equity, diversity and inclusion, which we see as critical in achieving our mission and goals. We actively encourage applications from all backgrounds, across the full breadth of diversity including all of the protected characteristics, generational, socio-economic and neurodiversity.

I hope you will consider SHP at this pivotal moment, where you can make a genuinely tangible personal contribution to tackling homelessness in London. If you believe you can bring the skills, qualities and perspective our Board needs, we look forward to hearing from you.



Meeta Luthra
Chair of the Board of Trustees

OUR TRUSTEES

All of SHP's trustees play a vital role in helping us achieve our vision: that everyone has a place to call home and a chance to live a fulfilling life. Trustees provide collective leadership, governance and oversight to ensure SHP delivers high-quality services, stays financially sustainable and remains true to its mission and values.

Our Trustees also help shape the strategic direction of SHP, making decisions that influence how we prevent rough sleeping, support people to rebuild their lives, and tackle the root causes of homelessness. Their contribution directly affects the quality, reach and effectiveness of our services at a time when the need for them has never been greater.

The challenges of rising living costs, limited access to affordable housing, and widening health inequalities mean that more people are at risk of homelessness. SHP's Trustees ensure that we remain resilient in this climate: holding the organisation to account, supporting strong financial stewardship, and helping us adapt and innovate so we can continue to meet growing demand.

By acting as ambassadors, trustees also extend SHP's influence and reach. They help secure new partnerships and resources, enabling us to make a greater impact in preventing homelessness and ensuring people have the chance to thrive.

As Treasurer and Chair of the Finance and Audit Committee, you will play a vital role in ensuring SHP is financially sustainable, well-governed and able to deliver the best possible services for the people we support. Working with fellow trustees, the Chief Executive and the Director of Finance and IT, the Committee Chair provides leadership and oversight of SHP's financial strategy, resources, and controls.

This particular role exists to give the Board confidence that SHP's financial planning, performance and risk management are strong, and that decisions are taken in the best interests of the organisation and the people who rely on our services. By guiding the Finance Committee and advising the Board, the Committee Chair helps SHP to achieve its mission: preventing homelessness and transforming lives.

The Committee Chair will bring both financial expertise and strategic insight. They will help trustees understand complex issues, support sound decision-making and ensure SHP's resources are used effectively to deliver lasting impact. Their leadership will directly strengthen SHP's ability to grow, adapt and remain resilient in an ever-changing environment.

You can read more about our Management Team and Board of Trustees [here](#).



MAIN RESPONSIBILITIES OF THE TREASURER ROLE

LEADERSHIP OF THE FINANCE COMMITTEE

- Chair meetings effectively, ensuring clear agendas, well-structured discussions and balanced participation.
- Guide the committee in monitoring SHP's financial health, risk management and resource planning.
- Ensure the committee fulfils its terms of reference and reports accurately to the Board.
- Support constructive challenge, encouraging diverse views while securing collective decisions.

FINANCIAL OVERSIGHT AND ASSURANCE

- Oversee SHP's financial strategy, ensuring alignment with organisational priorities.
- Review and monitor annual budgets, forecasts and management accounts.
- Ensure robust processes are in place for financial control, reserves, investments and audit.
- Provide assurance that resources are deployed efficiently and for charitable purposes only.
- Advise the Board on the financial implications of major strategic and operational decisions.

WORKING WITH SHP'S LEADERSHIP

- Build a strong, supportive relationship with the Director of Finance and IT.
- Provide constructive advice, guidance and challenge as a 'critical friend'.
- Support the Chair of the Board, Chief Executive and fellow trustees in collective decision-making.
- Contribute to the appointment, appraisal and succession planning of senior roles where appropriate.
- To create inclusive working environments and cultures to enable colleagues and clients to feel safe and empowered to achieve their full potential.

CONTRIBUTING AS A TRUSTEE

- Act in SHP's best interests always, upholding our values and safeguarding our reputation.
- Contribute actively to setting strategy, shaping policies, and reviewing performance.
- Promote high standards of governance, transparency and accountability.
- Uphold SHP's commitment to diversity, equity and inclusion in all decisions.
- Visit SHP services at least once a year, engaging with staff and clients to understand impact and challenges.
- Act as an ambassador for SHP, promoting our work and helping build supportive networks.

BOARD-WIDE RESPONSIBILITIES

- Attend and contribute fully to Board meetings and away days.
- Review Board performance and contribute to continuous improvement in governance.
- Support fundraising initiatives, whether through events, introductions or other connections.
- Maintain confidentiality and act with integrity, fairness and impartiality.

WHO WE ARE LOOKING FOR

KNOWLEDGE AND EXPERIENCE

- You must hold an appropriate professional finance qualification for this role.
- Experience of supporting or serving on Boards, preferably within a not-for-profit setting, with a significant personal track record of providing financial oversight, support and challenge at Board level.
- Strong understanding of financial strategy, planning, risk and investment management issues.
- Knowledge of charity finance practices, regulations and reporting requirements, including an understanding of Charity SORP, working with auditors and of restricted and unrestricted funding.
- Some familiarity with the housing or social care sector is an asset although not essential.

SKILLS AND ABILITIES

- Chairing skills to lead committee meetings effectively, bringing clarity, focus and balanced discussion.
- Ability to keep SHP aware of and informed about new regulations.
- Strong analytical and evaluative skills, with sound judgement.
- Skilled at communicating complex financial information clearly and accessibly.
- Ability to take a strategic perspective while paying attention to detail where required.
- Strong interpersonal skills, able to build supportive yet challenging relationships.

STYLE AND PERSONAL ATTRIBUTES

- Willingness to act as an ambassador for SHP and to support fundraising activity.
- Capacity to dedicate the time and energy required to fulfil the role.
- Commitment to SHP's aims, values and approach.

SHP is passionately committed to the principles of equity, diversity and inclusion. We see these as critical in helping the achievement of our mission and we therefore encourage diversity in its broadest sense, across the protected characteristics and including generational, socio-economic and neurodiversity.



TERMS OF APPOINTMENT

TIME COMMITMENT

The role requires a time commitment of around 9–12 days per year in total. This includes:

- Attendance at four Finance and Audit Committee meetings and four Board meetings per year (usually early evening, and may be held online).
- Regular discussions with the Director of Finance and IT (typically quarterly, plus ad hoc as needed).
- Participation at SHP's annual strategy away day (usually in January) and occasional in-person events (such as service visits or fundraising activities).
- Acting as a visible and active ambassador for SHP, representing our mission to external audiences where appropriate.

REMUNERATION

Trustees are not remunerated but we commit to payment of reasonable expenses, and to providing learning and development opportunities.

LOCATION

SHP's offices which are based at 245 Gray's Inn Road, London, WC1X 8QY

TERM OF APPOINTMENT

Trustees serve for an initial three-year term, potentially renewable for a further term.



HOW TO APPLY

To make an application, please go to <https://starfishsearch.com/jobs/shp-trea-chair-finance-audit-committee/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A covering letter that sets out your motivation for the role and describes the specific experience you can bring to the appointment.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Deadline for applications is **Friday 10th October 2025**.

RECRUITMENT TIMETABLE

Closing date:	Friday 10th October 2025
Preliminary interviews:	First stage interviews with selected candidates will be held virtually between 18th and 27th October 2025
Final Panel interviews:	Final interviews will be held on Friday 7th November 2025 face to face in London

