

# **FINANCE TRUSTEE RECRUITMENT PACK, 2025**



**LITTLE  
VILLAGE**

**Baby things,  
big impact.**



# WELCOME

**Our vision is for every child to have the essentials they need to thrive.**

Are you passionate about tackling child poverty and motivated by Little Village's values of Love, Solidarity, Thriving and Sustainability? Do you believe in our model of bringing families together to help each other? Would you enjoy contributing to the development of an ambitious and relatively young organisation?

If so, you could be one of the people we're looking for to help support Little Village on the next stage of our journey. We're ambitious to expand our work with families in London and to further build our work as a 'force for change' to tackle child poverty.

Our current Finance Trustee's two terms of office are coming to an end next spring, and we need to replace her on our Board. We need a qualified accountant with the time and skills to provide strategic financial oversight and governance, as well as supporting our Director of Finance's work to ensure that the charity's finances are on a stable footing and that appropriate policies, processes and controls are in place.

We are keen to broaden the diversity of skills and experience on our Board and would particularly welcome applications from under-represented groups including people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, and people with lived experience of poverty. We are

conscious of the need to create a gender balance on our Board and would really like to encourage more male applicants.

We don't need you to have any previous experience of a Board role. We are looking for people who really care about the work we do and can contribute to the work of the Board. We are committed to supporting you to develop new skills in your role as our Trustee, for you to take beyond your time with us.

If joining the Little Village family sounds interesting, we are very much looking forward to hearing from you.

**Olivia Gillan**

Chair of the Board of Trustees







# ABOUT LITTLE VILLAGE

## About Little Village

**Little Village makes a big difference to families with babies and young children living in poverty across London. Via our network of baby banks we pass on loved goods from one family to another – clothes, toys and equipment – so that many more babies and young children have the essential things they need to thrive.**

Families either visit a Little Village hub or receive items that have been packed with care and delivered to their home. But it doesn't stop there. We also connect

families into a wider network of support, helping them to build and extend their own 'village'. And we raise our voices for change, sharing the stark realities of too many children's lives in London.

Thanks to the generous donations of loved items, precious time and money, since we launched in 2016, Little Village has supported more than 32,000 children.

Our values of love, solidarity, thriving and sustainability are at the heart of everything we do.

Often, it is a lack of suitable clothing that keeps families trapped inside. One parent told us what it means to them to receive items from Little Village:

*"It's had an impact on our wellbeing, a little push. Because there was no clothes to go out with, we were just indoors."*

*But when the items came, we had something to put on for the kids and we went out, for a stroll, to play."*





## Our vision and mission



### Our vision

For every child to have the essentials they need to thrive.



### Our mission

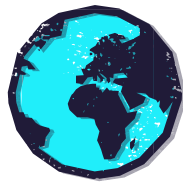
To bring about change for children and families through the power of sharing, reusing and connecting.

## Our values



### Solidarity

We bring people together across economic and social divides, united in a shared belief that every parent deserves to give their kids the best possible start in life.



### Sustainability

We achieve our mission whilst treading lightly on the planet, joining forces with other parts of the circular economy to reduce waste and promote re-use.



### Love

Everything we pass on to families is a gift, not a handout. We see love as an action – an act of donating precious baby kit, of volunteering valuable time and of offering solidarity during tough times.



### Thriving

This means having a sense of agency, belonging, and hope. And these are the qualities we focus on in how we work as well as what we do.

## in 2024...

### We passed on

**6,752**

coats, so that children can stay warm, snug, and dry, and

**14,163**

pairs of shoes, so that children can have well-fitting and weather-appropriate footwear all year round.



### We gifted

**1,551**

safe places for children and babies to sleep



### We provided

**2,218**

ways for families to get out of the house



including **1,189** buggies

plus slings, scooters, and buggy boards for big brothers and sisters.

### We supported

**7,325** children.



**734**

volunteers packed

**9,969**

clothing bundles.



### We gifted

**17,499**

books to stimulate children's learning, development, and imagination.



We gave **886**

infant baths or bath supports, so that parents can create bath-times that are safe and fun for their children.



### We distributed

**485**

emergency hospital packs for newborns with nothing.



**1,037**

families were signposted to further support.



Baby things, Big impact.

**Little Village**



# JOINING OUR BOARD

## Joining Our Board

### What Trustees do

Trustees, along with our families, volunteers and staff, are one of the four key groups of people who make up Little Village.

We need your life experience, knowledge and skills to ensure that we continue to be relevant and fulfil our purpose.

As a Trustee you will be part of the Little Village team that:

- Sets our direction and purpose;
- Connects us to our communities;
- Supports our staff who manage and run the charity; and
- Promotes and always acts in the best interest of our charity.

### What we're looking for

When recruiting new Trustees to our Board, we look for people who are:

- Collaborative and flexible;
- Able to represent and speak for Little Village;
- Able to offer constructive challenge and think creatively;
- Committed and responsible; and
- Passionate about our cause and our values.

The role of a Finance Trustee is critical to charities, and we've been really lucky to have a skilled and experienced postholder for the last six years who has guided us through a significant period of growth. As her term of office comes to an end next spring, we need someone to fill her shoes who will provide strategic financial oversight, working closely with the Board, CEO and Director of Finance to ensure our financial health and compliance with both regulations and good practice.

We know that this role requires someone with an accountancy qualification and ideally experience of working with or on a Board, and with charity finances. Experience of the statutory audit process would be helpful.

In addition, we want our Board to reflect the communities we work in and to have a range of different voices within it. We know that diverse groups of people make better decisions. We also know that we will be stronger and more relevant as a Board that reflects the diversity of our Little Village family. That's why we are particularly keen to receive applications from under-represented groups including: people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates.



We have a very female-heavy Board and would also therefore welcome male applicants.

### Time commitment

We estimate that the time commitment required of our Finance Trustee is at least six hours per month, with additional time required during our year-end cycle, typically in April and May, when our financial statements and Trustees' report are prepared and audited. Our financial year ends on 31 December.

Our Board meets four times a year, typically in central London, for about three hours, and we hold an annual strategy away day in June/July.

The Finance Trustee chairs our quarterly Finance and Risk Committee, and our current postholder also sits on the People Committee, although this isn't a prerequisite for the role. The Finance and Risk Committee and the People Committee are held remotely on Teams.

It's important to us that Trustees are fully engaged in the work that Little Village does and that they regularly interact with families, volunteers and staff members. Our trustees all commit to taking part in team days, site visits or volunteering. Many of our Trustees also act as a 'link' Trustee for one of the senior management team, either on a regular

basis or for a specific project or initiative. As the Finance Trustee, you will be the link for our Director of Finance.



The impacts of sharing essential items with families go beyond simple material provision. As one mum put it:

*"Helping my children also helped me as a mum, and us as a family."*

### Joining our Board

We are keen to work with Trustees to run our meetings in ways, at times and at places that are as accessible as possible. We're always happy to pay travel and childcare expenses to enable Trustees to attend.

Trustees are normally appointed for three years. This term is sometimes then extended for a further three years to a maximum term of six years.

### Our other Trustees

Our other Trustees come from a range of backgrounds in the charity, public and private sectors. Some have previous experience of being charity Trustees, some are newer to Board membership. You can read about them [here](#).

### Support for Trustees

We start by working with you to identify how to fulfil your potential as our Trustee. This could include:

- support for you to grow into your role, for example taking part in training on governance or Charities SORP or meeting with you in advance to talk through papers;
- development for us to become more inclusive e.g. in terms of how or when we run our meetings; and

- identifying the best ways in which to work together, for example using WhatsApp to flag when a decision has been requested via email, or holding certain meetings virtually.

We provide all new Trustees with a comprehensive induction which introduces them to the work that Little Village does and enables them to meet staff and volunteers. We will also provide continuing support for Trustees. Every new Trustee is partnered with a 'Board Buddy', another Trustee who's happy to be on hand for advice and support.

We want all our Trustees to contribute to the work we do, but we hope in return that their engagement with Little Village is a development opportunity for them too.

Our Chair conducts an annual review with each Trustee to ensure that they are supported in their role, able to make a full contribution at meetings and that they have been able to use their position as a Trustee to help with their own development. We are also committed to reviewing our Board culture and inclusivity annually.

### Further reading

There are key documents available on our website, including our 2024 Annual Report & Accounts, our 2024 Impact Report and our Strategy for 2024-26: <https://littlevillagehq.org/about-us/>





# HOW TO apply

## How To Apply

### Want to find out more before putting in an application?

If you'd like an informal and private chat about being a Little Village Trustee, and what it might involve, we encourage you to get in touch. To organise a chat with one of our team: our CEO, Sophie Livingstone, our Finance Director, Aniq Read, our current Finance Trustee, Geraldine Wright or the People Committee Chair, Kate Husselbee, please contact Vikki at [victoria@littlevillagehq.org](mailto:victoria@littlevillagehq.org).

### Applying to become a Little Village Trustee

If you'd like to apply to be our Finance Trustee, please submit answers to the following questions. You can write your answers in this [online application form](#) or record them as a voice note or video. We would also encourage you to include a copy of your CV if you're able to, particularly as we're looking for specific qualifications and skills for this role. Please illustrate your responses with examples or evidence from your own life experiences – these could be from your working, volunteering, community or personal life.

- Why are you interested in joining Little Village specifically? (300 words or 3 minutes.)
- How do you relate to our values – solidarity, love, sustainability and thriving? (300 words or 3 minutes.)

- What knowledge, skills and experience have you gained in your life that you would bring to our Board as Finance Trustee? (500 words or 5 minutes.)
- How would you make a difference to Little Village? (200 words or 2 minutes.)

We will also invite you to complete an anonymous [equality and monitoring form](#). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes only. The information won't be seen by any person involved in the selection process for the Trustee role but will enable us to monitor how we are doing against our diversity and inclusion commitments.

Please submit your application by  
**9am on Monday 13th October 2025.**

*"At the time when I came to you, I was really struggling. I had applied for Universal Credit and not received it yet. I was asking friends to loan me money because I had nothing. You guys were the difference between me not having anything and actually being able to feed my family."*

— Parent; signposting and guidance survey



# Recruitment timetable

We're aiming to keep to the timetable outlined below so that we can have our new Finance Trustee appointed by the end of 2025. Interviews will be conducted remotely via Zoom or MS Teams. If you need additional support with this then please do let us know what you need and where we can help to make this accessible.

## Informal conversations

Weeks beginning 15th September, 22nd September, 29th September, 6th October.

## Application deadline

9am Monday 13th October.

## First interviews

Tuesday 11th November and Wednesday 12th November: online.

## Second interviews

Tuesday 25th November: in person (central London, location tbc).

Candidates will meet a panel comprising staff and Trustees.

## Board meeting

Morning of Thursday 11th December.



# Appendix Trustee Role Description

## Main duties of a Little Village Trustee

- Ensure that Little Village is carrying out its purpose for the public benefit. Understand its purpose, its objectives, be able to explain them, and ensure they are adhered to.
- Ensure that Little Village is complying with its governing document, legal obligations and statutory and accounting reporting requirements.
- Be able to demonstrate that Little Village is well run and effective.
- Act in Little Village's best interests. Contribute to setting the strategy and ensuring targets and performance are measured.
- Manage Little Village's resources responsibly (including its assets, finances, reputation and values).
- Act with reasonable care and skill. Apply your skills and experience to offer challenge and advice.

## Specific duties of the Finance Trustee at Little Village

The Finance Trustee chairs the quarterly Finance and Risk Committee meeting, and works with Little Village's Director of Finance to:

- Oversee the presentation of budgets, internal management accounts, cash flow forecasts and annual financial statements to the Board of Trustees. Along with the Chair, you will sign the financial statements on behalf of all the Trustees.
- Ensure that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensure that financial statements are prepared which comply with the relevant accounting and statutory requirements.
- Ensure that robust and comprehensive financial policies are in place and being implemented, covering financial reserves, investments, cost management etc.
- Monitor and advise on the financial viability of the charity, particularly in relation to the application of the 'going



## How To Apply

concern' basis for the preparation of our accounts.

- Advise on the financial implications of the charity's strategic plan.
- Lead on the appointment of external auditors and liaise with them during the annual audit. Along with the Director of Finance, you will sign the audit representation letter.
- Oversee the development and implementation of systems for appraising, mitigating and reporting risk.
- Keep the Board informed about its financial duties and responsibilities.

### Key commitments of a Little Village Trustee

- Prepare for, attend and actively participate in Board meetings.
- Join and attend any relevant Board sub-committees.
- Attend volunteering sessions.
- Use networks to champion and promote Little Village.
- Support staff members to improve operations by bringing specialist skills and knowledge.
- Be aware of, and abstain from, any conflict of interest.



*"After the first visit, I went home that night and slept brilliantly for the first time in ages. Knowing I had really good quality things that I needed for my baby was such a blessing."*

— Parent; family story





