

Eltham United Charities are seeking: **Clerk to the Trustees**

Location: Eltham, London SE9

Contract: The equivalent of 25 hours per week

Salary: £35K

Eltham United Charities provides almshouse accommodation for nineteen elderly, retired residents of Eltham and Mottingham on restricted incomes. The Charity was formed in 1907 through the amalgamation of ten older charities some of which were established in the 1500s. The Charity is funded in part from income from our extensive property portfolio.

We are seeking an innovative, flexible appointee with a track record of successful change management to support the Trustees and drive the organisation forward. The successful candidate will support the Trustee body in the fulfilment of the Charity's aims and objectives and oversee the operational aspects of the Charity to ensure an efficient and effective operation. The Clerk is also responsible for overseeing the Charity's financial records and asset register.

If this role appeals to you, full details of the role and details of how to apply can be found at www.thewlisgraham.com/opportunities and following the instructions in the candidate brief quoting reference AC0402.



The closing date is **6 August** at **4pm**. Should you require a confidential conversation with **Sarah Thewlis** or for any other information please email applications@thewlisgraham.com.