



Patron-in-Chief
His Majesty The King

APPOINTMENT OF Treasurer/Finance Trustee

JULY 2024
REF CODE FPHBA



Saxton Bampfylde



Contents

- 3 About us
- 4 Management structure
- 5 Person specification
- 7 Terms of appointment
- 8 How to apply



About us

The Union Jack Club is a famous central London military club, established exclusively for serving and veteran non-commissioned members of His Majesty's Armed Forces.

Founded in 1904, by visionary Red Cross nurse Ethel McCaul, because 'officers had their clubs, but servicemen below commissioned rank had nowhere reputable to stay', the Union Jack Club (UJC) was opened at London's Waterloo in 1907 by King Edward VII. We have since welcomed an estimated 23 million visitors.

A registered charity, the UJC's original Edwardian buildings were demolished in 1972 and our current 24-storey home was opened in 1975 by Queen Elizabeth II, the Club's Patron from 1974 until Her passing in 2023. We are today proud to name as Patron-in-Chief, His Majesty King Charles III.

The UJC's motto is 'Committed to Outstanding Service' and we remained operational throughout the pandemic, supporting members of the Armed Forces on deployment in the capital and also the blue light services. Post-COVID, the UJC has continued to invest in our buildings and services and has enjoyed consecutive years of record membership and revenue growth, a trend that has continued in H1/2024.

Today, 86,000 registered Serving, Veteran and Spouse/Partner Members enjoy use of 260 bedrooms, restaurant, bars, library snug, reading room, office hot-desk workstations, launderette, baggage room, and meeting rooms, alongside conference areas where talks, meetings, banquets and private functions are held.

The UJC has impressive social media engagement with c.90k followers across Facebook, Instagram and X. We are also successfully extending our reach through a popular and expanding programme of live and online military talks, new battlefield tours and related educational events, including this year, for the first time, a Summer 'Spy School'.

Looking to the future, a series of focus groups with young serving personnel was undertaken in the latter part of 2023, to help ensure the Club's planning is aligned to our future market needs and expectations.

Our Trustee and Staff teams are integral to the Union Jack Club's success, over 120 years, and together we look forward to future developments and growth in the service of our Armed Forces.

Management structure

Club President & Chairman Sir David Steel KBEDL leads the Governing Council of Trustees and also the UJC's advisory General Committee of up to 33 senior serving Warrant Officers, representing the three Services, and four Veteran Members. Meetings are held four times a year in March, June, September and December. An established Senior Management Team reports to the Chief Executive, Hugh Player.

The Club is successful and ambitious, and is building a strong reserve through excellent

performance, investment in services and careful financial management. The UJC has recently installed a new accounting software package, '365 Dynamics Business Central', and a new HR and payroll system, 'Advanced HR'. The Hospitality Data Software Package is Millennia. A long-term strategy has been developed, and a five-year short-term business plan is in preparation. The Charity now seeks to appoint a new Treasurer/Finance Trustee to support its Chairman and Council (Board) of Trustees, and to ensure its further success over coming years.



Further information

Club Website:
www.ujc.org.uk

Virtual Tour:
www.ujc.org.uk/union-jack-club-video

Facebook, Instagram, X:
[@unionjackclub](https://www.facebook.com/unionjackclub)



Person specification

The Treasurer/Finance Trustee of the Union Jack Club plays a pivotal role in ensuring the financial wellbeing of the Union Jack Club, and a similarly important part as a member of the Council (Board of Trustees) in its wider responsibilities for governance and assurance of the Club's business and its longer-term business strategy.

Working in close association with the Chair, and advising the Council, the Treasurer/Finance Trustee will have specific focus on overseeing the financial governance of the Club, specifically in accordance with relevant Charity Law, and should be able to demonstrate:

- The financial and accounting background with appropriate qualifications such as FCA, ACA or equivalent, and experience to help maintain the Club's high standards of financial governance
- Experience of working at a senior financial level in the private, public or business sectors and have an excellent understanding of the rules of corporate accounting
- Experience of working with auditors
- Experience of guiding finance teams and Boards in developing and approving budgets
- Be a member of the Remuneration Committee (meeting twice per annum)
- Experience of overseeing investments and fund managers
- Knowledge of charity and hospitality accounting practices (desirable although not essential)

Person specification ctd.

In addition to these specific responsibilities the Treasurer/Finance Trustee should, like all members of the Council, be able to demonstrate:

- A commitment to the aims of the UJC, its values and its members
- The ability to think strategically, viewing issues from a Board level perspective, with sound objective judgement, and a willingness to bring his/her opinion to Board discussion
- Understanding of the principles of good governance and their application
- An awareness, and ideally some understanding, of the military ethos; but there is no requirement for any previous service in the Armed Forces
- Good communication, networking and interpersonal skills
- A willingness and capacity to commit the appropriate time, enthusiasm and effort to the duties of being a trustee
- Commitment to the principles of transparency, diversity and sustainability
- Be an ambassador for the Club when required
- Support and guide the leadership team to deliver the UJC's charitable objectives
- Lead by example and exercise the highest standards of transparency, personal integrity and ethical standards, avoiding or declaring any potential conflicts of interest, affirming each year
- Able to work collaboratively as a member of a small team, seeking consensus and promoting a culture of openness and debate, while fostering relationships based on trust, mutual respect and open communications between the Board and the Executive.





Terms of appointment

The Treasurer/Finance Trustee shall:

- Serve for a term of three years, from the date of first appointment
- Be eligible for re-appointment of up to two further terms
- Other than in exceptional cases, shall serve no more than nine years in total
- Be Directors of the UJC Charity, and of UJC (Trading) Ltd, a wholly owned subsidiary company

Time Commitment

The Council meets formally four times a year and Council members may, from time-to-time, be invited by the Chairman to meet the night before formal meetings over dinner for informal discussions. Otherwise, attendance at the Club or at virtual meetings, as necessary.

Benefits

The role is unremunerated but reasonable travelling expenses will be reimbursed, and accommodation and meals will be provided free of charge when attending the Club on official business. Members of the Council assume Honorary Life Membership of the Club and enjoy discounted accommodation rates when staying for private reasons.



How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Union Jack Club on this appointment.

Candidates should apply for this role at www.saxbam.com/appointments using code **FPHBA**.

Click on the **'Apply'** button and follow the instructions to upload a CV and cover letter.

The closing date for applications is **midday on Friday 9th August 2024**.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.



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