

## **Treasurer/Trustee Advert**

Birmingham Mind is a Mental Health Charity that is based in Birmingham and has a current turn-over of over £10M. We offer a range of services for people with mental health issues and those at risk of developing mental health issues.

We were formed in 1962 and we have had a long history of delivering value based services and having the person receiving the service at the heart of what we do.

We are now looking for a new Treasurer to join our Board of Trustees. We have a dedicated Finance Director and so the role of Treasurer is to help oversee the financial work of our Charity, not to be involved in the Day to Day running of the Finance Department.

We are looking for someone who has senior experience of Financial Controls – ie an Accountant or similar. Preferably we would like someone with an understanding of Charity finance, pensions and legal requirements but this is not essential. Adherence to the Values of Birmingham Mind is crucial.

Further information/conversation is welcome through either the CEO or Finance Director of Birmingham Mind.

### **Treasurer Job Description and Requirements**

Overall the core of the Treasurer's responsibilities is maintaining an overview of the Association's financial position and of the conduct of its financial affairs such that they can and do give well-grounded advice to the Executive Committee.

The three main tasks are

- Maintain an overview of the Associations affairs
- Ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained.

Although the Treasurer is a Honorary Role under Birmingham Minds Constitution the Treasurer is a Trustee and as such must adhere to the role of Trustee.

Specific Role of Treasurer on top of the requirements of a Trustee is:-

- Receiving and reporting to the Executive Committee on Budgets, Accounts and Financial Statements.
- Assuring self that:
  - the financial resources of Birmingham Mind meet its present and future needs
  - the association has appropriate policies for reserves and investments
  - appropriate accounting procedures and controls are in place
  - the accounts are prepared and audited in the requisite manner and advising the Executive Committee if they cannot give such assurances.
- Liaising with the Finance Director and CEO about financial matters.

- Playing an active role in the Finance Committee (held approx. 5 times a year)
- Advising the Executive Committee (approx. 6 times a year) on the financial implications of the organisation's strategies and proposed policies.
- Keeping the Executive Committee informed about its financial duties and responsibilities.
- Presenting the accounts to Trustees drawing attention to important points in a coherent and easily understandable way.
- Advising on the financial implications of the Birmingham Mind's strategic plans
- Ensuring that there is no conflict between any investment held and the aims and objects of the charity
- Monitoring Birmingham Mind's investment activity and ensuring its consistency with our policies and legal responsibilities
- Ensuring Birmingham Mind's compliance with legislation
- Ensuring that the Values and good name of Birmingham Mind is maintained.
- Ensuring equipment and assets are adequately maintained and insured
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The Charity Commission and Companies House
- Such other tasks as are specified in policies and procedures or may from time to time be required.

### **Treasurer Person Specification**

- ❖ Commitment to the Aims and Objectives of Birmingham Mind
- ❖ Financial qualifications and senior experience
- ❖ Ability to attend relevant meetings
- ❖ Strategic vision
- ❖ Good, independent judgement
- ❖ Ability to think creatively
- ❖ Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ❖ Ability to work effectively as a member of a team
- ❖ Some experience of charity finance, fundraising and pension schemes
- ❖ The skills to analyse proposals and examine their financial consequences
- ❖ Preparedness to make unpopular recommendations to the board
- ❖ Willingness to be available to staff for advice and enquiries on an ad hoc basis

Desirable to have some experience in IT as this sits under the Finance Committee and Departments responsibility.