



Solent Mind Role Description

Role Title: Treasurer

Remuneration:	The role of Treasurer is not accompanied by any financial remuneration, but expenses for travel can be claimed.
Reports to:	Board of Trustees
Key relationships:	Chair, CEO, Trustees, Director of Finance
Location:	Southampton, Portsmouth and Hampshire. Board meetings are held at Head Office in Southampton, with Sub committees held virtually.
Time commitment:	Board and Committee meetings per annual schedule, and regular calls with the Director of Finance and Chief Executive

Objective

The Treasurer will oversee the financial governance of the charity in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial controls and procedures are in place to maximise best value and compliance, alongside meeting the needs of our communities.

Principal responsibilities

- 1.1. Oversee, approve, and present budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Director of Finance.
- 1.2. Seek assurance that the financial resources of the organisation meet its present and future needs and are within the charity's objects.
- 1.3. Instrumental in the development and implementation of appropriate financial reserves and investment policies.

Main duties:

- 1.4. Liaise with the Director of Finance about financial matters.
- 1.5. Ensure that appropriate accounting procedures and controls are in place.
- 1.6. Overview insurance to confirm that the organisation is fully covered, ensuring that equipment and assets are adequately maintained and insured.
- 1.7. Overview bank reconciliations additional to the annual audit and report back to the Board.



- 1.8. Advise on the financial implications of the organisation's strategic plans.
- 1.9. Chair the Finance Information Risk and Compliance committee.
- 1.10. Liaise with the charity's auditors where appropriate.
- 1.11. Liaise with the Director of Finance to ensure that the charity's annual accounts are compliant with the current Charities SORP.
- 1.12. Keep the Board informed about its financial duties and responsibilities.
- 1.13. Contribute to the fundraising strategy of the organisation.
- 1.14. Make a formal presentation of the Accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way.
- 1.15. Sit in on appraisal, recruitment and disciplinary panels as required.

NB this job description should be read in conjunction with the role description for all Solent Mind Trustees

Solent Mind - Person specification

Role Title: Treasurer

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Experience:

Individuals are sought who have a strong empathy with our purpose "supporting everyone to develop positive mental wellbeing, live well and thrive", combined with strategic financial expertise, as demonstrated by the following:

- CCAB qualification or equivalent
- Successful senior leadership experience in a charitable, public sector or commercial organisation
- Board and charity governance experience
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity



Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
 - Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
 - Willingness to be available to staff for advice and enquiries on an ad hoc basis
 - Good, independent judgement and strategic vision
 - An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
 - An ability to work effectively as a member of a team
 - An understanding of the respective roles of the Chair, Trustees and Chief Executive
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Date role reviewed: 27/03/24