

## About Burton and District Mind

- We are your local mental health charity affiliated with Mind: the leading mental health charity in England & Wales.
- We cover East Staffordshire, Lichfield District & Tamworth Borough.
- We have been supporting people with lived experience of mental health problems across our community since 1991.
- We will not give up until everyone experiencing a mental health problem gets both support and respect.

## Burton and District Mind Values

### Service Quality, Integrity, Client Focus, Respect, Inclusivity, Collaboration and Sustainability

Our services are planned, co-produced and evaluated. Our approach is person-centered, and recovery driven. Our team is trained and supervised. Our trustees and our participants are involved in our decisions. Our information governance and health & safety commitments comply with industry standards. Our funding and spending is managed and overseen by our Board of Trustees.

We proudly work with the community, other voluntary organisations, social enterprise sector organisations, NHS and Local authorities in both informal and formal partnerships. This includes agreements to share knowledge, experience, training, skills, and contracts of work.

## We are looking for a Board Trustee Treasurer

### If you are

- passionate about improving mental health services in our area
- a strategic and creative thinker, clear communicator and team player
- experienced in bookkeeping or financial management
- experienced in budget setting and monitoring with an appreciation of the risks and opportunities that face the charity sector and mental health services
- Available for up to 6 pre-planned evening meetings per year, and regular catch-up Teams meetings with the Head of Finance
- Full job description and person spec can be found [here](#)

## We would love to hear from you

**Please contact in the first instance – [info@burtonmind.co.uk](mailto:info@burtonmind.co.uk) or call Tele 01283 566696 about the role.**

This is a key role within the Board of Trustees with specific responsibility for financial oversight of the charity

## **1. Treasurer role description**

The primary objective of the Treasurer is to maintain an oversight of the organisation's finances, ensuring its financial viability, and that appropriate financial records and procedures are maintained. The Treasurer is also bound by all the requirements of being a trustee. The Treasurer would have an oversight of B&D Minds finances and would liaise with our Head of Finance who is a qualified accountant.

The treasurer of the charity takes the lead at board level on:

- ensuring accurate and effective accounting systems are deployed
- supporting the Chair to ensure the Board is aware of its financial responsibilities
- being a proactive member of the Board
- overseeing the preparation of the organisation's accounts and ensuring these are in line with requirements and timeframes
- liaising with the auditors, Bank and Charity Commission as necessary
- liaising with B&D Mind's Chief Officer and Head of Finance
- overseeing the preparation of quarterly accounts and presenting the information to the board
- being assured that the financial resources of the organisation meet its present and future needs
- ensuring that the organisation has and delivers against an appropriate reserves policy
- oversight of our insurance arrangements
- advising on the financial implications of the organisation's strategic plan
- contributing to the fundraising strategy of the organisation
- presenting the accounts to the AGM and drawing attention to important points in an accessible and understandable way

## **2. Person specification for a Treasurer**

Importantly this role does not require applicants to be a qualified accountant. However, a proven understanding of financial matters, with experience of accounting oversight is essential. The successful applicant will be able to demonstrate

- A financial background in bookkeeping, financial administration or accountancy
- Understanding of audit processes
- An ability to collaborate with and support the Chief Officer and Head of Finance in the preparation of management accounts, the annual audit and the annual general meeting report
- preparedness to make unpopular recommendations to the board
- willing and available to support our Head of Finance, and advise the Chief Officer as necessary

### **3. Person Specification for all Trustees**

We do not expect prospective Trustees to meet all of the points on this list; each person brings their own variety of skills and experience. We consider the individual qualities of each application and training can be offered in some areas.

#### **Essential**

- A commitment to Burton and District Mind's values
- Ability to think strategically
- Knowledge of trustee governance, and willingness to take on the responsibilities of trusteeship
- An understanding of statutory and charity regulations and guidelines of Mental Health issues.
- A knowledge/ interest of mental health services either personally, as a carer or supporter of someone with lived experience of mental health issues
- Basic IT skills, and good communication skills
- Ability to process a range of reports, recommendations and make informed decisions on behalf of the organisation
- Willingness to attend regular Board meetings and where appropriate additional meetings
- Willingness to adhere to B&D Mind's policies and procedures
- Willingness and ability to attend training as required
- A willingness to contribute to discussions in board meetings and to listen to other points of view
- Clear, independent judgment
- An understanding of how race, racism, culture, gender, sexuality, age, religious belief and disability affect outcomes in relation to mental health services
- Understanding of Data-Protection Legislation and confidentiality

#### **Desirable**

- Experience of trusteeship
- Knowledge of charity finance
- Willingness to act as an organisational ambassador
- Willingness to attend fundraising and tender events if required
- Experience of mental health issues either personally or as a carer
- Lived experience of mental health, personal, or through supporting another
- Specialist skills e.g.:
  - Mental Health / Health / Social Care management
  - Leadership and Organisational Development
  - Risk Management
  - IT
  - Accounting
  - Commercial knowledge e.g. in procurement or contracting
  - Legal skills e.g. in charity or commercial law
  - Fundraising
  - Human Resources: HR and employment legislation experience
  - Marketing and Communications

#### **4. General Roles and Responsibilities of all Trustees**

- As part of the Board, to take overall strategic responsibility for the organisation's business plan, management and long-term plans
- To act in the organisation's best interests, and ensure the organisation adheres to charity and statutory regulations and best practice, and its own governing documents
- To ensure the organisation is open and transparent, and takes accountability for its actions and decisions
- To work closely with other Board members and the CO to ensure that B&D Mind meets its aims and objectives
- To attend regular Board meetings, and take active part in decision-making and voting
- To consider all recommendations and proposals and ensure they are for the betterment of the organisation and its beneficiaries
- To be committed to B&D Mind's aims and objectives and promote a positive image of mental health
- To undertake Board training opportunities
- To occasionally attend external meetings to represent B&D Mind's interests
- To adhere to B&D Mind's policies and procedures

#### **5. Time Commitment**

The board holds 6 evening meetings per year for approximately 2 hours. In addition, there is a requirement to consider all relevant papers prior to each meeting, and there may be a requirement to devote additional time to the organisation when it is undergoing a period of increased service activity.