

Job Description

Lay Honorary Treasurer

Accountable to: The Board of the BPAS
Duration: Three years in the first instance with a further optional year (3+1 years)

About the Institute of Psychoanalysis (www.psychoanalysis.org.uk)

The British Psychoanalytical Society was founded in 1913. With around 500 members, we are a UK wide and international community of professionals, dedicated to helping people enhance their lives through an intensive talking therapy, psychoanalysis. The Institute of Psychoanalysis (IoPA) is the outward face and training body of the British Psychoanalytic Society.

About the role

The Honorary Treasurer is a Trustee of the Society, sharing collective responsibility with the Board for its strategic oversight. Key responsibilities include overseeing the Society's finances and advising the Board on financial matters.

The Honorary Treasurer attends regular monthly finance meetings and monthly Board meetings (3rd Monday evening of the month), all currently held remotely. The Honorary Treasurer also attends the AGM, Informal Meetings and Board Study Days.

Additionally, the Honorary Treasurer chairs the Finance Sub Committee (FSC) of the Board, which provides key financial recommendations on the budget and other financial decisions, including investment advisor reports. They oversee financial management processes managed by the CEO and Head of Finance, making independent recommendations to the Board, with input from the FSC as needed. The Honorary Treasurer has responsibility to feedback advice from the FSC to the Board.

Principle duties

- On behalf of the Board ensure proper accounting records are kept and financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
- As the Chair of the Finance sub-committee (FSC) of the Board and together with the FSC, support the Board and the Executive in their responsibility for ensuring a sound approach to financial decisions.
- Act as a counter signatory in line with the organisation's delegation of authority.

- Serve as the Board's liaison with external auditors on specific issues such as the auditors' management letter, remuneration and related board representations.
- Inform Society members on relevant financial matters, including notification of annual dues and presenting annual accounts with the Head of Finance.

Detailed areas of work (with CEO and Head of Finance).

- *Budgeting and strategic financial planning*
Ensure strategic plans are financially appraised and budgets align with short-term objectives. Oversee budget development with the Head of Finance and CEO.
- *Management reporting and internal financial control*
Advise the Board on their duties to ensure that proper accounting records are kept, assets are safeguarded, and resources are properly applied in accordance with the objects of the charity and that financial controls in place are adequate.
- *Statutory financial reporting.*
Ensure due process by the Board in approving the annual report and audited accounts. Liaise with external auditors and review matters raised in the management letter.
- *Risk assessment and risk management.*
Ensure the Board is satisfied that the risk management process is adequate.
- *Reserves policy*
Contribute to the development of any reserves policy and keep the Board regularly informed of the free reserves position and target, advising of any action needed to cope with changing circumstances.
- *Governance*
Chair the Investment Committee and the Bursary and Loans Panel twice yearly. Act as Trustee of the Benevolent Fund and chair meetings of the Benevolent Fund as required.

Should you have any questions, please contact graeme.newton@iopa.org.uk