

South East London Mind **Treasurer Recruitment Pack**



Welcome

I am delighted that you are interested in the role of Treasurer at South East London (SEL) Mind.

We are passionate about promoting good mental health. We're committed to supporting local people living with mental health problems and dementia and are looking for new Trustees who share that passion.

This is an exciting time to join SEL Mind following a period of significant growth and change. We have recently completed a merger so that we now cover five boroughs: Bromley, Greenwich, Lambeth, Lewisham and Southwark. As we continue to embed new and innovative services and newly forged partnerships, our focus continues to be on providing excellent quality whilst being responsive to new opportunities and changing needs.

We are in the final stages of developing our new organisational strategy, and are seeking people to help ensure we make it a meaningful reality. We are particularly keen to receive applications from people who live in

and/or have a good understanding of the needs of Lambeth and Southwark communities, following our recent merger.

We are proud of the award-winning work we have done over recent years to improve the diversity and inclusivity of the organisation, although we recognise that there is still more to do, and welcome applications from people from culturally diverse and under-served communities.

You will be joining an ambitious Board to help shape our vision and the way we work, in collaboration with a skilled and experienced Senior Leadership Team. We want to harness your experience and skills as we drive forward on our mission together.

If you are excited by our vision and commitment to improve the mental health of people across our five boroughs, and believe that you bring the skills and experience we need, we would love to hear from you.

Rikki Garcia, Chair of Trustees

About SEL Mind

We are a well established and highly regarded mental health and dementia charity in South East London.

We work to be there when it matters for people living with mental health problems and dementia in Bromley, Greenwich, Lambeth, Lewisham, and Southwark.



**£7m
turnover
(2022-23)**



**200 staff
230+ regular
volunteers**

For more information about our activities and finances, please see our website: blgmind.org.uk

Our vision, values and purpose

Our vision

Everyone with mental health problems and dementia in our local communities gets the support and respect they deserve.

Our purpose

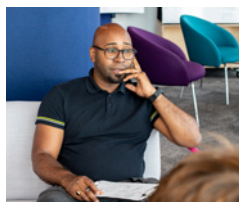
We will help people to be mentally healthy and work together with those experiencing mental health problems and dementia to improve their quality of life.

Our values

- **Inclusive** in our approach and all we do, so that we effectively meet the needs of our diverse communities
- **Responsive** to each individual we support and their unique needs, histories and aspirations
- **Evolving** – demonstrating sustainable and ethical continuous improvement, agility, innovation and effectiveness.
- **Together** – working with our partners and people with lived experience of mental health problems and dementia and their support networks.

Community-based services

We provide support to approximately 10,000 people a year, through a wide range of services, many of which are delivered in partnership with NHS Mental Health Trusts and/or with other charities.



Mental Health Services

A range of community-based mental health services, including 1-1 support, employment support, peer support, counselling, the Recovery and Wellbeing College and Suicide Bereavement Service.



Dementia Services

Support for people living with dementia and their support networks, including dementia support hubs, a respite at home service and activities for people with Young Onset Dementia.



Wellbeing and Resilience Services

Services to help people stay well and prevent mental health problems from developing, including for expectant and new parents and young people in secondary schools.



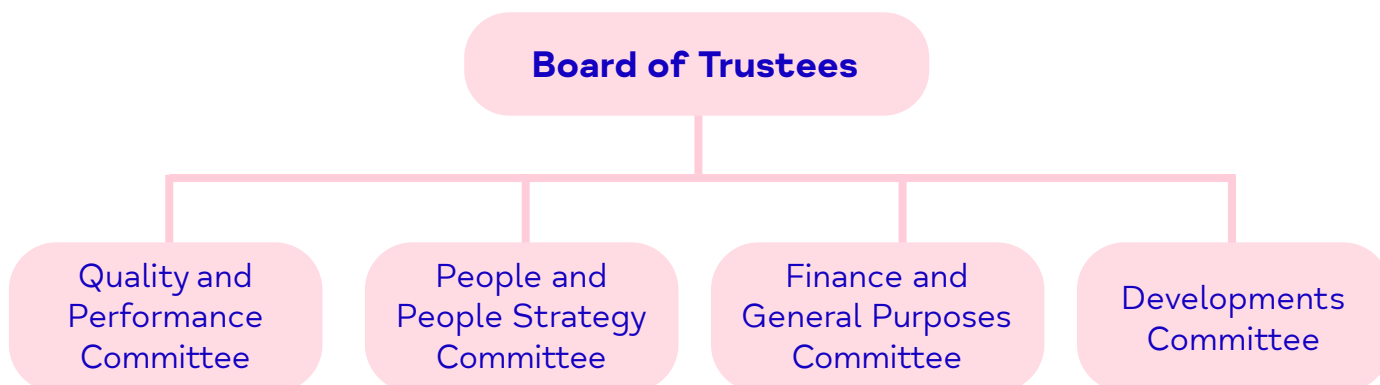
Training and Consultancy

Expert, specialist training and consultancy in both mental health and dementia.

Governance in SEL Mind

We are recruiting an additional 3 Trustees to add to the 9 Trustees currently on our Board. Our Trustees bring a wide range of skills and experience from lived experience of mental health problems to dementia carer and professional expertise in areas including health and social care services, HR, law and communications.

In addition to the Board meetings (bi-monthly), SEL Mind has four Board sub-committees, each of which meets every 2-3 months.



Role summary

The Treasurer will monitor the financial matters of the charity and report to the Board of Trustees regarding the financial health of the organisation, in line with good governance, in accordance with the governing document and legal and regulatory requirements.

As one of the Trustees, they are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Specific Responsibilities

1. Work closely with the Director of Finance and Resources to oversee the finances of the charity
2. Chair the Finance and General Purposes sub-committee
3. Guide and advise the Board regarding budget settings, management accounts and financial statements, within the relevant financial policy framework
4. Keep the Board informed about its financial duties and responsibilities
5. Advise on the financial implications of the organisation's strategic plans and key assumptions included in operational plans and annual budget
6. Ensure that the financial resources of the organisation meet its present and future needs and that there is appropriate reserves policy
7. Ensure key financial internal controls are in place to provide assurance to the Board that the charity's financial integrity is sound
8. Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, that they are properly audited and accepted recommendations of the auditors are implemented
9. Ensure equipment and assets are adequately maintained and insured
10. Monitor the organisation's investment activity, ensuring it is consistent with the organisation's policies, aims, objectives and legal responsibilities
11. Board level liaison with the external auditors
12. Overseeing the organisation's risk management process



Key Responsibilities

1. Set, review and maintain the purpose, vision, values and aims of the charity
2. Develop strategy and keep the organisation on track with delivering it
3. Establish and monitor policies, practices, quality standards and culture of the organisation, ensuring they are in keeping with its values, aims and objectives
4. Ensure that the charity functions within the legal and financial requirements of a charitable company, is accountable and strives to achieve best practice
5. Ensure that the organisation complies with its governing document, charity law, company laws and any other relevant legislation or regulations
6. Protect and manage the resources of the charity and ensure the proper investment of the charity's funds in pursuance of its objects
7. Provide leadership and oversight in the area of equality, diversity & inclusion
8. Provide leadership in the area of safeguarding
9. Appoint the Chief Executive and monitor their performance
10. Ensure that a culture of risk management is embedded throughout the charity
11. Maintain effective Board performance, including by making an individual contribution
12. Promote the organisation and enhance its reputation by being a good ambassador.

Additional Responsibilities

1. Maintain good relations and effective communications with the Senior Leadership Team
2. Participate in opportunities to engage directly with and hear from staff, volunteers, service users and carers
3. Take part in training sessions provided for the benefit of trustees
4. Fulfil such other duties and assignments as may be required from time to time by the trustee body to further the work of the



organisation and ensure compliance with its policies and procedures. This may include involvement in the investigation and decision making relating to complaints, grievances and staff disciplinary issues

5. Take responsibility for keeping up to date and well informed regarding issues affecting the charity.

Person Specification

Qualifications

- Professional Accountancy Qualification (ACA, ACCA, CIMA or CIPFA) (desirable).

Skills

- Excellent communication skills, including active listening skills
- Ability to work effectively as part of a team
- Strategic vision
- Good, independent judgement
- Ability to analyse information effectively and challenge appropriately.

Experience

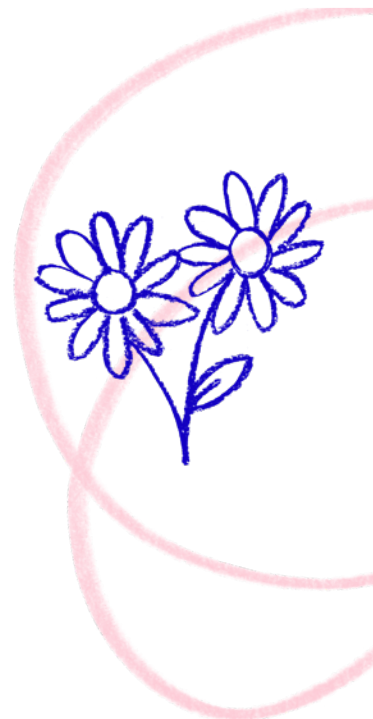
- Live in, and/or have a good understanding of the diverse local communities in South East London
- Chairing meetings
- Working as a finance professional, including managing complex accounts (desirable)
- Charity accounting (desirable).

Knowledge

- Understanding of the Charities Statement of Recommended Practice (SORP)
- Understanding of the legal duties, responsibilities and liabilities of Trustees.

Qualities and Behaviours

- Commitment to the organisation and its purpose, vision, values and aims
- Collaborative and open to listening and learning
- Honest and with a high level of integrity
- Willing and able to devote the necessary time and effort to the role
- Willing to share skills, expertise and experience relevant.



Time Commitment

The role of Treasurer is expected to take approximately 10 hours per month, to include regular meetings with the Director of Finance and Resources. This includes preparation for and attendance at an average of one Board or Committee meeting per month, as well as occasional events.

All Trustees are appointed for a 3-year term, with the potential for serving up to a maximum of three terms.



Further information

Inclusion is one of our core values and we see great benefits in having a diverse Board. We are keen to sustain and build on our heritage in providing culturally specific services to under-served communities and to increase the diversity of our Board. For this role we therefore strongly encourage people from local Black and other under-represented communities to apply.

This is a voluntary role. SEL Mind will pay out of pocket expenses.

The successful applicants will be required to sign the Trustee Code of Conduct and to undergo an enhanced DBS check. They will also be expected to complete mandatory training for SEL Mind Trustees.

Recruitment process

If you would like to be the next Treasurer of South East London Mind, please submit a CV and covering letter (maximum two pages), detailing how you meet the criteria laid out in the person specification to: **HR@blgmind.org.uk**

If you would like to find out more about the role before applying, please contact **HR@blgmind.org.uk** to arrange an informal discussion.

Closing Date: 18 February 23.59

Interviews: 27 or 28 February

Preferred candidates will be invited to attend the Board of Trustees meeting on 20 March, with a view to being elected onto the Board in May.

The successful candidate will receive a thorough induction and handover, led by the Chair and Chief Executive and with input from the outgoing Treasurer and the Director of Finance and Resources.



We look forward to hearing from you



blgmind.org.uk | lambethandsouthwarkmind.org.uk

@blgmind



Registered Charity No. 1082972
Registered company No. 4071152

Bromley, Lewisham and Greenwich Mind have now merged with Lambeth and Southwark Mind and are in the process of re-branding as South East London Mind (SEL Mind). Please bear with us as this is put in place across our website, emails and social media.