

Treasurer Role Description

Share Psychotherapy is a small mental health charity with an annual turnover of £120-130k. The Treasurer is a Trustee and therefore plays a full role on the Board of Trustees in the overall management of the charity.

Overall Role

To lead the charity on financial strategy, budgeting and monitoring and to report to the Board of Trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements

Key relationships

Works closely with the Business Manager, who is the person responsible for day-to-day financial administration, and the Chair of Trustees, as well as the wider board. To a lesser extent, the Treasurer also liaises with Share's accountants (currently VAS), bank and auditors, as necessary.

Main duties and responsibilities

1. Overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees and to the charity's Annual General Meeting.
2. Leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled and economically spent, in line with good governance, legal and regulatory requirements. Also responsible for signing off the charity's annual accounts.
3. Leading in the development and implementation of financial reserves and cost-management policies.
4. Chairing ad hoc project groups on financial issues and reporting back to the Board of Trustees.
5. Monitoring and advising on the financial viability of the charity.
6. Advising on the financial implications of the charity's strategic and business plan.
7. Overseeing the charity's financial risk-management process.
8. Acting as a counter signatory on charity cheques and online banking and important applications to funders.
9. Undertaking board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.