mind
Tameside, Oldham,
Glossop and Stockport



Job Title:	**Trustee Treasurer (Voluntary Role)**
Time Commitment:	Monthly Board meetings plus preparation, occasional development sessions and financial advice between meetings where required.
Role Type:	Voluntary trustee role
Works Alongside:	Board of Trustees, Chief Executive and Finance Director
Organisation:	Tameside, Oldham & Glossop Mind
Salary:	Unpaid; reasonable expenses reimbursed.

Eligibility

Applicants must:

- Be aged 16 or over.
- Be willing to undertake an enhanced DBS check (funded by the organisation).
- Not be disqualified from acting as a charity trustee.
- Not be an undischarged bankrupt.

Time Commitment

- Attend monthly Board meetings (currently held on the first Monday of each month, usually at 6.30pm, with hybrid attendance available).
- Read board papers in advance of meetings (circulated at least one week beforehand).
- Attend occasional face-to-face workshops, development sessions and the annual Board Away Day.
- Provide additional support and advice on financial matters between meetings where required.

About the Role

As Treasurer, you will play a vital role in helping the Board of Trustees oversee the financial health, sustainability and governance of the charity.

Working alongside fellow trustees, the Chief Executive and Finance Director, you will provide strategic oversight of the charity's finances, ensuring appropriate financial controls are in place and that the organisation remains financially sustainable.

The Treasurer is not responsible for carrying out day-to-day financial management but acts as the Board's lead on financial governance and assurance.

Trustee Responsibilities

All trustees share collective responsibility for ensuring that the charity:

- Has a clear vision, mission and strategic direction.
- Operates in line with its charitable objectives.
- Complies with legal, regulatory and governance requirements.
- Uses its resources effectively and responsibly.
- Safeguards its assets and reputation.
- Delivers positive outcomes for beneficiaries.
- Maintains the highest standards of governance and accountability.

Trustees work in partnership with the Chief Executive and senior leadership team while maintaining appropriate oversight and challenge.

Treasurer Responsibilities

The Treasurer will:

Financial Governance

- Support the Board in fulfilling its financial oversight responsibilities.
- Ensure appropriate financial controls, systems and policies are in place.
- Monitor the charity's financial position and long-term sustainability.
- Ensure compliance with charity, company and financial regulations.

Financial Planning and Monitoring

- Review management accounts, budgets and financial reports.
- Help trustees understand financial information and key financial risks.
- Support development and approval of the annual budget.
- Monitor organisational performance against agreed financial targets.

Reporting and Assurance

- Present financial updates to the Board.
- Ensure statutory accounts, annual returns and audits are completed on time.
- Support the appointment and oversight of auditors or independent examiners.
- Ensure trustees receive sufficient information to make informed decisions.

Strategic Support

- Work alongside the Chief Executive and Finance Director to assess the financial implications of new developments, projects and opportunities.
- Provide constructive challenge and support regarding financial sustainability and risk management.
- Help ensure adequate reserves and cashflow are maintained.

Person Specification

Essential

Skills and Experience

- Experience of financial management, accounting, budgeting or financial oversight.
- Ability to analyse and interpret financial information.
- Ability to explain financial matters to people without a finance background.
- Strong strategic thinking and good judgement.
- Understanding of good governance and accountability.

Personal Qualities

- Commitment to the values and aims of Tameside, Oldham & Glossop Mind.
- Integrity and sound judgement.
- Ability to work collaboratively and respectfully.
- Commitment to equality, diversity and inclusion.
- Willingness to contribute positively to board discussions and decision-making.
- Enthusiasm for improving mental health and wellbeing within local communities.

Desirable

- Experience within the voluntary, community, charity, health or public sectors.
- Previous trustee, governor or non-executive experience.
- Knowledge of charity finance and Charity Commission requirements.
- Understanding of fundraising, grant funding or social enterprise models.

Support Provided

As a Trustee Treasurer, you will receive:

- A welcome meeting with the Chair.
- Full induction with the Chief Executive.
- Ongoing support and mentoring.
- Training and professional development opportunities.
- Reimbursement of reasonable expenses.
- Annual Board development day and networking opportunities.
- The opportunity to use your skills and experience to improve the lives of people experiencing mental health challenges.

Equality, Diversity and Inclusion

Tameside, Oldham & Glossop Mind is committed to equality, diversity and inclusion. We actively encourage applications from people from all backgrounds, particularly those who are currently underrepresented on our Board and those with lived experience of mental health challenges.

Reasonable adjustments can be made throughout the recruitment process and during trusteeship.

Recruitment Process

Suitable applicants will be invited to:

1. Complete an application form.
2. Attend an informal interview with the Chair and a Trustee.
3. Observe a Board meeting.
4. Provide two references and complete trustee eligibility declarations.

Successful applicants will initially be co-opted onto the Board and subsequently presented for formal appointment at the Annual General Meeting.

Interested?

For an informal discussion or to request an application pack, please contact the Chair or Chief Executive at Jenny@togsmind.org

About the Organisation

Our Vision

“Enabling everyone in our communities to achieve better mental health”

Our Mission

“To continue to provide the best quality local mental health services in prevention, early intervention and primary care; alongside empowering individuals and our communities to live well.”

Tameside, Oldham, Glossop & Stockport Mind Values:

Relationships

We listen and ask questions to understand others and to build trust.
People matter to us both inside and outside our organisation.

Potential

We encourage personal responsibility for development by discovering and realising the abilities and energies of people.

Aspiration

We support one another, clients, and communities to achieve better mental health.

Learning

We seek insight and grow from experience finding new or better ways to contribute to the field of mental health.

Applying for the role

Application Timeline

Interested in applying for this role? Our timeline should give you an insight into how to apply for a job with us, when to expect your interview, and more!

Safer Recruitment - Please note that successful candidates will be required to complete a self-disclosure form and there is a requirement to complete a DBS check (Disclosure and Barring Service) upon being given a conditional offer. The type of DBS requested will be dependent on the nature of the role you are applying for. References will be requested and followed up.

To apply, submit your CV and a cover letter which sets out how you meet the criteria for the role using the apply button on our website or by email to applications@togsmind.org

Please send your documents in word or pdf format and clearly state your name, the job title and reference number 239 in your email.

Recruitment for this role is ongoing, so there is no deadline for applications, but we are planning interviews for 10th December for any suitable candidates.

If you have any further questions and would like to get in touch, please email the hiring manager through phone or email; alternatively contact our recruitment team at recruitment@togsmind.org

Hiring Manager

Jenny@togsmind.org

More about TOGS Mind

For more information on our Services, please visit our website:

Tameside Oldham, Glossop & Stockport Mind (togsmind.org)

You can also follow us on social media:

Tameside, Oldham, Glossop & Stockport

TOGS Mind

@togs_mind

Also please consider signing up to our quarterly Newsletter here:

https://www.togsmind.org



Ashton Wellbeing Centre

216-218 Katherine Street,

Ashton-under-Lyne,

OL6 7AS.



Oldham Wellbeing Centre

19-25 Union Street,

Oldham,

OL1 1HA.



Stockport Wellbeing Hub

83 St Petersgate,

Stockport,

SK1 1DN

Call: 0161 330 9223

Email: office@togsmind.org