

Treasurer Role Description

Share Psychotherapy is one of the city's major mental health charities. Established over 40 years ago, we offer medium to longer-term psychotherapy at nominal fees to people with low incomes. We deliver this through a range of psychodynamic and creative therapies and modalities.

We work at the vital intersection of psychological distress and poverty in the city and provide an excellent learning environment for qualified and qualifying counsellors and therapists alike. We are closely networked with other organisations and individuals in the local mental health care system, and work with other voluntary sector providers and the local NHS to shape mental health policy and practice in the city. We have an extensive resource centre and offer regular CPD to our volunteers and wider Mental Health Community in Sheffield.

Purpose

To oversee and guide 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, ensuring compliance with the governing document and legal requirements

Key relationships

Works closely with the Operations Manager, who is the person responsible for day-to-day financial administration, and the Co-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. Oversee budgets, internal management accounts and annual financial statements and share these with the board of trustees and present it at the charity's Annual General Meeting.
2. Leading on 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.
3. Regular review of financial reserves and cost-management policies and overseeing the charity's financial risk-management process.
4. Meeting with relevant staff on financial issues and reporting back to the Board of Trustees.
5. Advising on the financial implications of the charity's strategic and business plan.

6. Acting as a counter signatory on charity cheques and online banking and important applications to funders.

7. Undertaking board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations. Also responsible for signing off the charity's annual accounts.

Ways of working

The board meets quarterly for a 2-hour board meeting (online and /or at Share premises). It has informal meetings approx. every 6 weeks to touch base on key business issues. The AGM is an annual 2 hour online meeting. Board meetings are held normally late afternoon, early evenings.

Outside of board meetings, the treasurer will in the first instance work to support the operations manager on all aspects of the role outlined above and liaise closely with the co-chairs on financial matters as and when required.

Process

We are committed to equality of opportunity for all, having a board that reflects the diversity of Sheffield. Therefore, we value applications from all backgrounds. Please tell us in your cover letter your motivation and the skills and expertise you bring as outlined in the person specification above.

There is no deadline for applications. The role is currently vacant. If you have questions and would like an informal conversation, please contact our co-chairs Lynn Keirs or Astrid Walker Bourne lynn.keirs@sharepsychotherapy.org, astrid.walkerbourne@sharepsychotherapy.org

We ask interested applicants to send in their covering letter and CV as soon as possible as we are interviewing on a rolling basis. Please send your application to office@sharepsychotherapy.org

January 2023