



## **Job Description: Treasurer & Trustee**

### Introduction

APP is an award-winning national charity supporting women and families affected by Postpartum Psychosis (PP).

PP is a severe mental illness which begins suddenly following childbirth. Symptoms include hallucinations and delusions, often with mania, depression or confusion. Over 1400 women experience PP each year in the UK (1 to 2 in every 1000 mothers). An episode of PP can be very frightening for women and their families. Most women go on to make a full recovery, however the journey to full recovery can be long and difficult.

We provide information to women who have experienced PP and their families, via our website and Insider Guides. We offer peer support to families affected by PP through our forum, one to one support and workshops. We facilitate research into the causes of Postpartum Psychosis, treatments for this illness and what helps families to recover. We promote greater public awareness of PP through our website, social media, media volunteers and network of regional representatives.

We are looking for a Treasurer to join our board of Trustees and assist our small charity with robust financial management, planning and reporting.

The Treasurer will oversee the work of the Accountant and Book-keeper in partnership with the Director and General Manager. They will be able to communicate the financial position to the other trustees and assist the organisation with risk management, forward planning and support fundraising strategies and funding applications. We also wish for the Treasurer to be a key player on our Trustee Board and interested in helping assist our organisation through a period of change and growth.

### Key tasks

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Input into the writing of reports for funders and budgets for grant applications.

### Specifically:

- Oversee the team member / volunteer who will: receive invoices, check expenses have been agreed, pay invoices/salaries, reconcile items with the Bank statement monthly, and submit to the company's book keeper.
- Oversee the company's book keeper

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Assist in the production of an annual budget and propose its adoption at the last meeting of the previous financial year. Keep trustees apprised of any changes required to the annual budget.
- Support in the development of fundraising strategies.
- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

#### Annually:

- Work with Accountant to prepare the accounts
- Submit the annual return to the Charity Commission
- Check that the Accountant has completed and submitted the Companies House Annual Return / Charity Commission Return
- Reviewing annually - charities insurance policy, memberships of organisation, subscriptions etc.

#### Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management.
- Good financial analysis skills.
- Ability to communicate clearly.
- Ability to work in a team.
- Interest in mental health, peer support, Lived Experience or familiarity with APP desirable but not essential.

#### Time commitment

We hold Board meetings quarterly in January, April, July and October in Birmingham.

We would like the Treasurer to be able to commit 1-2 days a month of their time for APP work and to be responsive on email. Our team is distributed across the UK so phone and Skype meetings are important.

#### Interested?

For an informal chat about the role, please email [lindsey@app-network.org](mailto:lindsey@app-network.org) to arrange for a chat with the Director and Interim Treasurer. To express interest in the role please email us your CV and a brief covering letter outlining your experience and qualifications. Please visit [www.app-network](http://www.app-network) for more information.

October 2016

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