



Action on Postpartum Psychosis Treasurer

Introduction

Action on Postpartum Psychosis (APP) is an award-winning national charity dedicated to supporting women and families affected by Postpartum Psychosis, registered in 2011 as a Charity in England and Wales (no. 1139925) and a Company Limited by Guarantee (no. 7466643).

Each year, 1-2 in every 1,000 new mums develop Postpartum Psychosis (PP). Hallucinations, delusions, mania, depression, confusion and odd behaviour develop within days of childbirth, often to women with no previous mental health problems. The condition can have a devastating impact, not only on the woman affected, but their partner and wider family. Suicide is a leading cause of death among new mothers, with PP responsible for the highest percentage of these. Each year, families are bereaved due to PP, when the reality is, PP is a treatable illness and full recovery is possible.

APP is an innovative collaboration between women and families who have experienced Postpartum Psychosis, leading academic researchers and expert health professionals. 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 and health professional awareness of PP through our website, social media, media volunteers and network of regional representatives. We campaign for more Mother & Baby Unit beds and improved services for those with severe postnatal illness.

APP is seeking 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 Operations Manager. They will be able to communicate the financial position to the other trustees and assist the organisation with growth, risk management, forward planning and fundraising strategies. The Treasurer will be experienced in supporting small organisations through a period of growth and change, and planning for long term sustainability.

Action on Postpartum Psychosis Treasurer

ROLE DESCRIPTION

1. To act as a Trustee of the Charity and a Director of the Company. Trustee duties include:
 - Ensuring that APP pursues its stated objects (purposes), as defined in its articles of association, by developing and agreeing a long-term strategy
 - Ensuring that the APP complies with its articles of association, charity law, company law and any other relevant legislation or regulations
 - Ensuring that APP applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
 - Ensuring that APP defines its goals and evaluates performance against agreed targets
 - Safeguarding the good name and values of APP
 - Ensuring the effective and efficient administration of APP, including having appropriate policies and procedures in place
 - Ensuring the financial stability of APP
 - Ensuring the proper investment of the APP's funds
 - Ensuring good practice in relation to the appointment, supervision, support, appraisal and remuneration of senior staff.

2. To act as APP's Treasurer including:

Overseeing APP's financial affairs

- Overseeing, approving and presenting budgets, accounts, reports and financial statements, in liaison with the Director and Operations Manager.
- Keeping the board informed about its financial duties and responsibilities.
- Advising on the financial implications of APP's strategic plans.
- Being assured that the financial resources of the organisation meet its present and future needs.

Policies and Procedures

- Ensuring that the charity has appropriate reserves and investment policies, and monitoring the implementation of these policies.
- Ensuring that appropriate accounting procedures and controls are in place and that proper records are kept.
- Ensuring appropriate insurance is in place for APP's equipment and activities.

Annual accounts

- Ensuring that the accounts are prepared and disclosed in the form required by funders and regulators (Charity Commission and Companies House)
- Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Presenting the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

Other

- Liaising regularly with the Director and Operations Manager about financial matters
- Contributing to the fundraising strategy of the organisation
- Sitting on appraisal, appointment and disciplinary panels as required, for example leading on appointing an independent examiner.

PERSON SPECIFICATION

Essential Qualities

As a Director/Trustee

- A commitment to the aims of APP. Passionate about health equality, social justice, and improving the lives of mothers and families affected by severe postnatal illness.
- A willingness to devote the necessary time and effort.
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to communicate simply and openly
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team

As Treasurer

- Relevant financial qualifications and experience including knowledge of book-keeping and financial management.
- Knowledge of current finance and fundraising practice relevant to voluntary and community organisations.
- An ability to communicate financial information clearly to a non-financial audience.
- The ability to analyse proposals and examine their financial consequences.
- Being prepared to make challenging recommendations to the board if required.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

Desirable

- A recognised accounting qualification such as ACA, CIMA, ACCA.
- Experience of working as a charity accountant or finance manager/director.
- Knowledge or experience of mental health, pregnancy or postnatal charities.
- Knowledge of the National Health Service system and structures.

Time commitment

We hold quarterly Board meetings in Birmingham. We would like the Treasurer to be able to commit 1 day 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 kim@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 some information about yourself and why you are interested in the role. Please visit www.app-network for more information.

As an organisation which values diversity, we welcome applications from all suitably qualified persons.