An independent charity located in the Vale of White Horse, providing activities that promote recovery for people who experience mental health difficulties.

Treasurer
Candidate Pack
November 2019
We help people who experience mental health difficulties, such as depression, anxiety, schizophrenia and bi-polar disorder. Located on an organic farm in the beautiful Vale of White Horse, we offer a wide range of interesting activities such as gardening, blacksmithing, woodworking, crafts, artwork, pottery, ceramics and cookery. This helps people to regain their self-esteem and hence lead a fuller life including returning to work or education.

We are an independent charity, partly funded by the Oxfordshire Mental Health Partnership. One of 8 recovery groups across Oxfordshire under the umbrella organisation, Restore.

For information about the other recovery projects in Oxfordshire visit www.restore.org.uk
Root & Branch Westmill are looking forward to welcoming a new treasurer to our board. Our current Treasurer has stepped down after a number years with us and has kindly offered to support our new Treasurer as they settle into the role. This is an opportunity to be part of a dynamic, friendly caring and experienced team. As a small charity we are closely involved with the front line work and constantly made aware of how much difference Root and Branch makes in improving people’s lives.

Responsibilities of all Trustees

- To take reasonable steps to ensure that Root & Branch complies with its constitution, charity law, and any legally binding agreements/contracts with other bodies.
- To agree with members, staff and volunteers the vision for Root & Branch (in line with its objects) and to set and monitor the strategy to achieve this vision.
- To take reasonable steps to ensure the financial stability of Root & Branch, and the responsible management of its assets, taking overall joint responsibility for the assets and liabilities of Root & Branch. (There is a Trustees Indemnity Insurance policy in place to protect Trustees from personal liability so far as is possible. Individual trustees cannot be indemnified against their own illegal or fraudulent activity).
- To guide the development of services so as to maximise their relevance to all sections of the community, including people from black and minority ethnic communities, people living in rural areas and other hard to reach groups.
- To promote the profile and standing of Root & Branch in the community.
- From time to time, to represent the trustees at external events, on appointment panels, or at other meetings (as agreed by the board).
Treasurer

Main responsibilities

- 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. (Currently, due to our size, we are subject only to independent examination rather than audit).
- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow Board 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).
- Oversight of the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Oversight of the staff pension scheme ensuring that employee and employer obligations are met.
- Ensure proper records are kept and that effective financial procedures and controls are in place for cheque signatories, salary payments etc
- Oversight of the contract to outsource tax and NI to an appropriate third party.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

Skills & Personal Qualities

Essential

- Commitment to Root & Branch’s objects, aims and values and willingness to devote time to carry out responsibilities.
- Good financial management and analysis skills.
- Ability to communicate and explain financial information to members of the Board and other stakeholders.
• Strategic and forward looking vision in relation to the charity’s objects and aims.

• Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Desirable

• An understanding of the UK charity sector, relevant legislations and statutory requirements.

Time commitment

• The Board meets monthly – usually on the 2nd Tuesday from 6.30-8.30pm.
• Attendance at the AGM.
• Occasional availability to provide guidance and advice to staff members is appreciated.

Location

Root and Branch
Westmill farm
Watchfield
Swindon
Oxfordshire
SN6 8TH

How to Apply

Applications should be made via Reach Volunteering in the first instance. To apply please submit your CV along with a covering letter stating why you wish to join the organisation and how your skills would add value to the board.

Applications should be emailed to trusteeworks@reachvolunteering.org.uk

Contact Reach

89 Albert Embankment
London SE1 7TP
Tel: 020 7582 6543
www.reachvolunteering.org.uk