



**Counselling for trauma or loss
during pregnancy and birth**

TREASURER (TRUSTEE) ROLE DESCRIPTION AND PERSON SPECIFICATION

Organisation background

Petals (*Pregnancy Expectations Trauma and Loss Society*) provides a specialised counselling service at Addenbrookes Hospital in Cambridge, Queen Charlottes and St Mary's Hospitals in London, the John Radcliffe Hospital in Oxford, and Ipswich Hospital. Petals was set up as a charity in 2011 by a group of healthcare professionals working in maternity care, alongside women who had experienced first-hand the loss of a baby, or trauma during birth. The organisation is going through a period of exciting change and are looking for Trustees with the energy, enthusiasm and hands on approach to support this change (see www.petalscharity.org for more information).

To apply

The deadline for applications is **28th February 2018**.

To apply please send a CV (maximum 2 pages) and cover letter to trustees@petalscharity.org which details how you meet the criteria outlined below and why you want to become a board member.

Role of the Board of Trustees

- a) Govern the organisation and provide leadership and overall direction.
- b) Ensure the organisation has a clear, shared vision and aims and effective strategies to achieve these.

Specific role of a Treasurer

As a Treasurer, you will be asked to fulfil the main duties of a trustee, but will also be asked to contribute additional support as a Treasurer (e.g. financial guidance). This job description outlines the specific role the Treasurer will be expected to play on the Board of Trustees as well as the generic tasks that all trustees must fulfil.

Role description (Treasurer)

- a) Oversee and support the preparation and presentation of budgets, internal management accounts and financial statements to the Board of Trustees.
- b) Present the accounts at the Annual General Meeting.

- c) Lead in the Board of Trustees duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
- d) Ensure accounts are audited and fulfil board-level liaison with external auditors on specific issues such as the Auditor's Management Letter and related board representations.
- e) Ensure that the charities fiscal management meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
- f) Liaise with financial advisors and appropriate members of staff responsible for financial matters in the organisation.
- g) Monitor and advise on the financial viability of the charity.
- h) Overseeing the implementation and monitoring of specific financial controls, adherence and improvement to systems and procedures, specifically the recommendations of auditors.
- i) Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- j) Advise on the financial implications of the organisation's strategic and operational plans.
- k) Oversee the charity's financial risk-management process.

Role description (all trustees)

- a) With other trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice, maximum effectiveness and value for money.
- b) To take part in formulating and regularly reviewing the aims and strategies of the organisation.
- c) To ensure that the charity meets its obligations as an employer, adopting best practice at all times.
- d) To ensure that sufficient funds are available in order to maintain the service to users.

Main duties

- a) Governance
 - Ensure compliance with Memorandum & Articles of Association, charity and company law and other relevant legislation and best practice.
 - Monitor protection and management of charity property and proper investment of funds.
 - Approve budgets and annual accounts and monitor the financial position of the organisation.
- b) Formulating strategic aims
 - Consider the best interests of the organisation as a whole and its beneficiaries, whether as a member of the Board of Trustees or any of its committees, sub-committees or other ad hoc groups.
 - Reflect the organisation's vision and principles, strategy and major policies at all times.
 - Contribute specific skills, interests and contacts.
- c) Employer responsibilities

Act fairly and in accordance with good employment and equal opportunities principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of all staff.

- e) Ensuring best practice
- Be an active member of the trustee body in exercising its responsibilities and functions.
 - Attend meetings of the trustees and any committees, sub-committees or groups.
 - Take part in training sessions provided for the benefit of the trustees.
 - Fulfil such other duties and assignments as may be required from time to time by the trustee body.

Person specification for Trustees

This person specification sets out the qualities, skills and experience sought of trustees of Petals. All trustees need integrity and commitment. In terms of specific skills, it is acknowledged that each trustee will bring different strengths and expertise to the Board.

Each trustee is expected to have:

- A commitment to the Charity's aims and objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trustees
- An ability to think strategically
- Good independent judgement and an open-minded approach to new ideas
- An ability to think creatively
- A willingness to speak his/her mind
- A willingness to devote the necessary time and effort to attend at least four meetings a year; studying papers; preparing for and attending meetings; following up on specific tasks with other trustees and liaising with the Chief Exec and other staff as required
- An ability to work as part of a team

The Treasurer is expected to have the following specific experience:

- Experience of working in a senior financial position, with proven financial skills
- Recognised financial qualifications e.g. FCA or equivalent
- Experience and/or understanding of charity accounts, management and financial information
- Experience of working constructively with an Executive Director (or senior staff team)
- Ability to understand and evaluate key financial and management information and make sound judgements based on it

Time commitment

As a fast growing and ambitious charity Petals ideally wants hands on support from board members. As such it is expected that trustees would spent at least

14 days a year of their time actively supporting the charity, including attending board meetings. Board meetings are held on a quarterly basis. These normally take place during the working day or in the early evening and are either in London or at the Charities office in Bottisham, Cambridge. Willingness to represent Petals at external meetings on would also be very much appreciated.

Expenses

Trustees of Petals do not receive remuneration, but trustees are entitled to claim reasonable travel expenses, and minor admin costs (postage etc) in relation to their role as trustees, on production of receipts.

Period of office

To be agreed with Chief Exec and Chair or Trustees.