



Treasurer

- Role:** Treasurer
- Location:** The Cellar Trust, Farfield Road, Shipley, BD18 4QP
- Salary:** Voluntary (unpaid but travel and other reasonable expenses paid).
- Responsible to:** The Board of Trustees
- Time commitment:** Approximately 6 board meetings a year plus 4 finance committees and the AGM as a minimum. Meetings will require preparation in terms of reading the necessary papers and documents. Trustees may also need to engage in email and telephone discussions about key areas at other times. In addition trustees will also be required to undertake an induction and ad hoc training and development sessions. Trustees may be invited to attend other committees, events and meetings. We support flexible working for all our staff, volunteers and trustees and will accommodate your availability where possible.
- Informal enquiries:** Kim Shutler-Jones (Chief Executive Officer) 01274 586 474 / kim.shutler-jones@thecellartrust.org
- Applications to:** Penny Cusdin (Finance and HR Administrator), penny.cusdin@thecellartrust.org
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Background and Context

There are not many people who can say that their job changes and saves lives. At the Cellar Trust we can. We are a small but growing local mental health charity based in Shipley and have been supporting people from Bradford, Airedale, Wharfedale and Craven for over 30 years. We deliver lots of brilliant services to give people a helping hand with their mental health; whatever your role is within the organisation you will have the chance to make your mark and see the impact of the work you are doing.

We already do great work (even if we do say so ourselves) but we always want to be better and that means that we constantly innovate and improve. We have lots of exciting plans for the future so that we can deliver even better services, and reach more of the people who need us.

We are looking for people to join our trustee board who are motivated by the values we adhere to, who are passionate about mental health and who want to use their skills and experience to help us to deliver exciting change and excellent services.

We are a values driven organisation; our values underpin everything that we do. They are about 'how' we do things and guide our behaviours and decisions. Our values are:

Respect

- We are all different but equal
- We value and respect each other
- We will not tolerate discrimination or stigmatisation

Hope

- We believe in individuals
- We don't give up
- We believe in brighter futures for all

Dedication

- We are passionate about our work go the extra mile
- We are committed to what we do and how we do it

Continuous improvement

- We build on strengths and believe things can always be better
- We promote independence
- We are relentless in our quest

Partnership

- We believe in great team work
- We believe in partnership and integration

What can we offer to you?

We think there are six big things which makes the Cellar Trust a great organisation to volunteer and work for:

- **We change and save lives.** How many people can say that the work they do has this sort of impact? Whatever your role here you will see the direct contribution to what we do and the difference it makes.
- **We are flexible.** We know that work/life balance is essential so there are opportunities for flexible working hours for our staff.
- **We are a lovely team.** Even if we do say so ourselves. Have a look at our website for more on what our colleagues say about working here.
- **We invest in your success.** We are passionate about individuals and teams flourishing so we invest in ongoing personal and professional development for employed staff, trustees and volunteers alike; we look for opportunities for people to embrace their skills and passions.
- **We are innovators.** We believe in continuous improvement and are always looking for ways to be at the cutting edge of delivery – and everyone in our organisation has an opportunity to input into and drive that innovation.
- **We work in partnership.** When you work or volunteer for the Cellar Trust you are part of our team, but we have strong partnerships with lots of other organisations from the NHS and local authority to other charities and businesses. That means that you will have a chance to get a broad range of experience.

For more information about our organisation and the work we do visit: www.thecellartrust.org and view our social media feeds: Facebook: [/TheCellarTrust](https://www.facebook.com/TheCellarTrust), Twitter: [@TheCellarTrust](https://twitter.com/TheCellarTrust)

General

The Cellar Trust is an equal opportunities employer and applications for paid and voluntary roles are welcome from all sections of the community, particularly BAME and LGBTQ communities who are underrepresented within the organisation.

Please note that CVs will not be accepted and applicants must use the application form to state how they meet all of the essential criteria in the person specification.

We are a Disability Confident employer, and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

The successful candidate will be required to undertake a Disclosure and Barring Service check – the cost of which is met by the Cellar Trust.

Role Purpose

We are looking for a Treasurer to join our Board of Trustees to help provide excellent governance and direction for our dynamic and growing organisation. We are keen to attract people who have a passion for mental health and making a difference and who can also offer key skills and experience that will enhance the stability and strategic direction of our organisation.

This role is key in ensuring we carry out our activities correctly and effectively and that we comply with all our necessary legal duties as well as our governing documents and charitable objectives. Our trustees are tasked with providing strategic steer for the organisation, including involvement in developing policy, setting goals and targets and scrutinising our work. Trustees are also responsible for monitoring and overseeing our financial activity, protecting our assets and funds and appointing and managing the CEO.

Lived experience: peer support is at the heart of what we do; it is a method of giving and receiving help based on shared experience and empathy. Across our services we aim to engage people with lived experience of mental health challenges to provide social, emotional and practical support to those facing similar challenges. This extends to our volunteers and trustees as well as staff. In terms of the governance of our organisation we want to increase our use of co-production across everything we do. This means involving our clients, volunteers and staff with lived experience in the development and implementation of all our services, policies and structures.

Accountability

- Responsible to the Board of Trustees, through the Chair
- Collective managerial responsibility for the CEO, along with other Trustees..

Key duties and responsibilities

Statutory Duties

- To ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To represent the company at functions and meetings as appropriate.
- To declare any conflict of interest while carrying out the duties of a trustee.
- To be collectively responsible for the actions of the organisation and other trustees.
- To ensure the effective and efficient administration of the organisation.
- To abide by the equal opportunities policy.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- To make sure the organisation is properly insured against all reasonable liabilities. The board of trustees retains overall responsibility for risk management and regularly reviews the charity's processes for identifying, prioritising, escalating and managing risks.
- To appoint and support the CEO and monitor their performance.

Finance Duties

- To oversee the financial aspects of the organisation, on behalf of the Board of Trustees to ensure its short and long term viability
- Assist the Chair and CEO to ensure the Board of Trustees fulfils its responsibilities for the proper financial governance of the charity
- Present financial reports to the board in a format that helps the board understand the charity's financial position
- Advising the board on how to carry out its financial responsibilities
- Liaising with professional advisors
- Overseeing the preparation and scrutiny of annual accounts

Other Duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Acting as an ambassador at events
- Other areas in which the trustee has special expertise

Person specification

All aspects of the person specification will be assessed through the application form with additional questions at interview stage. Please ensure that all of the criteria are addressed in your personal statement with examples/evidence for each aspect of the role.

Criteria	Essential	Desirable	How assessed
QUALIFICATIONS	Good general education	Finance or accountancy qualification	Application form
SKILLS	Finance and accountancy		Application form Interview
	Strategic vision		Application form Interview
	An ability to think creatively		Application form Interview
	An ability to work effectively as a member of a team		Application form Interview
	Good, independent judgment		Application form Interview
	Good communication skills		Application form Interview
EXPERIENCE	Financial management and or accountancy	Working or volunteering for a charity at a senior or strategic level	Application form Interview
	Working at a senior level	Lived experience of mental health difficulties	Application form Interview
	Setting targets, monitoring and evaluating performance and programmes		Application form Interview
	Strategic decision making		Application form Interview
KNOWLEDGE	Awareness of mental health problems and how they can impact on everyday life	Understanding of the voluntary sector	Application form Interview
	An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	Understanding of commissioning processes and funding for charities	
PERSONAL ATTRIBUTES	Integrity		Interview
	A commitment to the organisation and its objectives		Interview
	Willingness to speak their mind		Interview

	A willingness to devote the necessary time and effort to their duties as a trustee		Interview
OTHER	Ability to attend evening meetings and events		Interview
	An understanding of diversity and commitment to promoting equality of opportunity		Interview