



OXPIP

Oxford Parent
Infant Project

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Treasurer for OXPIP

At OXPIP we help parents and their babies build close and loving relationships from the start of life. For over 20 years, we have provided time limited, intensive therapeutic support to parents and their babies from conception to 2 years old as well as training for professionals. OXPIP also works with policy makers and the general public to build awareness, support and capacity for parent-infant attachment and infant mental health.

We are a registered charity mixing local service delivery with national influence and profile. Our turnover is over £300k per annum. We hold over four months' reserves and have a strong board and executive management team. Working closely with other trustees and OXPIP's executive, this role is an interesting and rewarding opportunity to be part of one of Oxfordshire's most innovative and exciting charities.

Treasurer Vacancy – Unremunerated

The Treasurer will work closely with our Chair of Trustees and CEO to oversee the financial running of the charity in line with good practice and in accordance with the governing document and legal requirements. You will report to the Board of Trustees at regular intervals about the financial health of the organisation and ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity. As a trustee, you will play a full strategic role in the oversight of our organisation.

Main Responsibilities of the Treasurer

- To review, and then present budgets, accounts, management accounts and financial statements to the board of trustees after discussion with the appropriate staff member
- To be satisfied that proper accounts and records are kept, ensuring financial resources are spent in line with the charity's policies, good governance, legal and regulatory requirements
- To review the development and implementation of financial and reserves policies

Main Duties of the Treasurer

- Liaising, where applicable, with the staff member responsible for the financial activities of the organisation
- Liaising with the charity's auditors or independent examiner, where appropriate
- Monitoring and advising on the financial viability of the charity, creating and documenting, in liaison with the appropriate staff member, sound financial procedures for the control of charity assets.
- Advising on the financial implications of the charity's strategic plan
- Ensuring that the charity's annual accounts are compliant with the current Charities SORP
- Reviewing the financial management of the charity's resources and ensuring expenditure is in line with the charity's objects
- Contributing to the fundraising strategy of the organisation

Person Specification

Essential Criteria:

- An accountancy qualification or other evidence of expertise in: accountancy, financial planning, management and reporting and business or charity management
- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Desirable Criteria:

- Working with commissioners
- Understanding of public health provision
- Experience of working in the third sector
- Specific knowledge of, and/or experience of working with, communities facing barriers to access to services

Trustee duties and responsibilities

The Board of Trustees is the governing body of the charity and is ultimately responsible for all of the charity's activities. It meets six times per year. Trustees occasionally attend other events such as away days, fundraising, meeting with potential funders and awareness raising events.

Main Responsibilities of Trustee Board

1. To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
2. To uphold the financial duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
3. To determine the overall direction and development of the charity through good governance and clear strategic planning.

Main Duties of Trustee Board

1. Ensuring that the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance of organisational activities.

2. Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
3. Promoting and developing the charity in order for it to grow and maintain its relevance to society.
4. Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.
5. Ensuring the effective and efficient administration of the charity and its resources.
6. Acting as a counter-signatory on charity payments and any applications for funds as required.
7. To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

Accountability

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, employees, the Charity Commission, and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.

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 advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Time commitment

The time commitment for the role is typically a couple of days per month.

We are committed to equal opportunities and we welcome applicants from all sections of the community to ensure our team is representative of the population we serve.