



# OXPIP

Oxford Parent  
Infant Project

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## Role Description: OXPIP Treasurer

### About 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. We have enjoyed good growth over the last two years, and our turnover is over £400k per annum, with a substantial part of this underpinned by long term grants. 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.

### Role of the Treasurer

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. In addition, 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

- General duties as a trustee, including ensuring compliance with legal requirements on charities, acting in the best interests of OXPIP, maintaining absolute confidentiality and so on. (Please see the Trustee role description for further details)

### **Person specification**

#### *Essential Criteria:*

- An accountancy qualification or other evidence of expertise in accountancy and financial planning, management and reporting
- 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
- Working within the third sector

### **Time commitment**

The time commitment for the role is typically a couple of days per month. This includes the treasurer-specific work described above, as well as more general trustee duties. Trustees meet four times per year. Trustees also may be involved in particular projects, attend OXPIP functions and so on.

### **Compensation**

This role is not compensated, though necessary out-of-pocket expenses will be reimbursed.

### **Representation**

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.