

Voluntary Finance Trustee (Treasurer)



Sea Sanctuary is an innovative marine-based, mental health charity and the only charity of its kind. We support some of the most vulnerable people in society and were established to provide a different approach to improving and, most crucially, sustaining mental health.

We believe that all people accessing the service have the potential to actualise their abilities given the right therapeutic environment. For Sea Sanctuary, using the setting of the marine environment, we seek to promote healthier lifestyles and equip people with the tools to achieve and maintain emotional resilience, whether they be young people or adults. We are proud to say our programmes can help anyone.

We are looking to appoint a Finance Trustee (Treasurer) to act as a source of advice and assistance to the Board of Trustees-Directors, the Chief Executive Officer (CEO) and other relevant staff on financial matters.

The role will involve sitting on the Board and monitoring the financial affairs of the Charity and reporting to the Board of Trustees at regular intervals about the financial health of the organisation in line with the Charity Commissions requirements, Companies House and in accordance with the governing document and legal requirements.

Suggested Time commitment:

- The Board of Trustees meets in person four-times per year and on occasion, outside of this depending upon the level of work/support required. The Charity also holds an annual business strategy meeting which provides an opportunity to celebrate the work of Sea Sanctuary and to develop the strategic long-term plan as a mental health service.

Duties:

- Assisting with the preparation of the monthly management accounts, budget and annual reporting working alongside the book keeper. The Finance Trustee (Treasurer) will provide an extra layer of oversight as well as be available as a resource to assist the CEO and other Trustees with any advice and guidance as appropriate.

The Board of Trustees (collectively) have the following *main* duties and responsibilities:

- To actively provide firm strategic direction to the Charity, setting overall policy, defining goals, setting targets and evaluating performance to ensure that is pursuing the objects for which it was established. Furthermore, the Trustees are responsible to ensure compliance is achieved throughout all policies/procedures across the full range of services provided by the Charity.

Additional duties and responsibilities of the Finance Trustee (Treasurer)

- Overseeing and providing support and advice (as appropriate) to the Charity's CEO helping to shape and develop robust budgets and financial planning
- Identifying key financial risks and helping to maintain a risk-register
- Ensuring appropriate accounting procedures and controls are in place
- Helping with the presentation of budgets and financial reports to the Board
- Providing financial input into the Charity's strategic planning and advising on the financial implications of the Charity's strategic plans
- Providing financial input and oversight into the fundraising strategy of the Charity

Aside from accountancy expertise, we are looking for someone who can share our ethos and vision. Our ideal candidate would therefore be:

- Qualified in accountancy
- Experienced in financial matters gained from working in the private, government or charity sector
- Committed to the work of the Charity with a willingness to devote the necessary time and effort
- Interested in mental health and how it can be improved and sustained
- Able to share our strategic vision for improved mental health services with a UK wide reach
- Able to work effectively as a member of a team
- Willing to be available to the CEO and Board for advice and enquiries on an ad hoc basis
- Able to work with email, and documents in Microsoft Word and Excel

Desirable

- Knowledge of the role and responsibilities of Directors and Trustees
- Knowledge of current financial issues facing charities

Resources needed

- Own computer and secured internet connection

To register your interest please send your CV and / or a supporting statement to Claire Watt at claire@seasanctuary.org.uk by Friday 20th July 2018.