

Role Description: Treasurer (Trustee)

About OXPIP

At OXPIP we help parents and their babies build close and loving relationships from the start of life. For over 25 years, we have provided high-quality, effective therapeutic support to parents and their babies from conception to two years old. We also deliver professional training across the UK and internationally. As a national centre of excellence in parent-infant psychotherapy, we work with policymakers and the public to build awareness, support and capacity for parent-infant attachment and infant mental health.

We are a registered charity combining local service delivery with national influence. With an annual turnover of over £500k, this is an exciting time to join one of Oxfordshire's most innovative and impactful charities. Our work is funded from a variety of sources including grants from trusts and foundations, major donors and regular givers, community fundraising and income from training, clinical supervision and clinical and strategic consultancy.

We are looking for a Treasurer to provide financial leadership and oversight, ensuring that OXPIP's finances are well-managed, compliant and aligned with the charity's strategic aims. While the Treasurer leads on financial matters, all trustees share collective legal responsibility for the charity's finances.

This is a Trustee role reporting directly to the Board and its Chair.

Safeguarding

OXPIP is fully committed to safeguarding and protecting the welfare of all children and taking all reasonable steps to promote safe practice and protect children from harm, abuse and neglect. OXPIP recognises its duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children 2015. OXPIP acknowledges its duty to act appropriately with regards to any allegations towards anyone working on its behalf, or towards any disclosures or suspicion of abuse. OXPIP supports and adheres to the United Nations Convention on the Rights of A Child (UNCRC).

OXPIP believes that:

- The welfare of all children and young people is paramount. We treat infants as individuals entitled to dignity and respect.
- Every child has the right to equal protection from harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare.
- We are all responsible for raising awareness of best practice.
- Safety is the responsibility of all members of OXPIP.

We adopt and apply safer recruitment practices for all staff, trustees and volunteers. Please refer to OXPIP's Safeguarding Policies for more details by clicking [here](#).

Equality and Diversity

OXPIP is committed to eliminating prejudice and discrimination in all its work, including in recruiting, promoting and developing staff. We are committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from prejudice, discrimination or harassment, and in which all decisions are based on merit. OXPIP will recruit the person who best matches the requirements of a vacant post.

Please refer to OXPIP's Employment and Diversity Policy for more details by clicking [here](#).

Role Title:	Treasurer
Responsible to:	Chair, Board of Trustees
Liaison with:	<p>Within OXPIP:</p> <ul style="list-style-type: none"> • CEO and Senior Leadership Team • OXPIP operations and clinical colleagues • Trustees <p>Outside OXPIP:</p> <ul style="list-style-type: none"> • Supporters, funders, donors • Accountant and Independent Examiner
Main Purpose of the Role:	The purpose of this role is to (financial leadership and oversight, ensuring that OXPIP's finances are well-managed, compliant and aligned with the charity's strategic aims. While the Treasurer leads on financial matters, all trustees share collective legal responsibility for the charity's finances.
Location:	Trustee Meetings are held at the OXPIP office in Kidlington, OX5 2DL
Contract Type:	Trustee terms are limited to 8 years.
Hours of work:	<p>The Board meets four times per year and trustees are expected to attend meetings in person and review papers in advance. Trustees may also contribute to subcommittees, working groups or OXPIP events. The average time commitment is approximately 2–3 hours per month.</p> <p>Attendance at 6-9 meetings per year:</p> <ul style="list-style-type: none"> • 4 Board meetings held 3-5pm on the 3rd Thursday of March, June and September and the second Thursday of December • AGM (also second Thursday of December) • 1-4 subcommittee meetings per year
Salary:	unremunerated
Other key features of employment:	<p>As part of our Safer Recruitment process, you are required to provide a full employment history on the application form, including explanation of any gaps.</p> <p>You will be required to provide two satisfactory references.</p> <p>Once in post, mandatory training and other CPD opportunities are provided. This includes appropriate safeguarding training for trustees which must be completed at least every 3 years.</p>

Role description	<p>1. Financial Oversight & Governance</p> <ul style="list-style-type: none"> • Review and present budgets, management accounts and financial statements to the Board, working closely with the CEO and relevant staff. • Ensure that proper financial records and controls are in place and that financial resources are used in line with OXPIP's policies, governing document and legal obligations. • Oversee the development and review of financial and reserves policies. • Monitor the charity's financial health and advise the Board on financial risks and opportunities. <p>2. Compliance & Reporting</p> <ul style="list-style-type: none"> • Ensure that annual accounts are prepared in accordance with the Charities SORP and submitted on time. • Liaise with the charity's auditors or independent examiner as required. • Support the timely submission of statutory returns to the Charity Commission and Companies House. • Ensure the Board receives clear, comprehensible financial information to support sound decision-making. <p>3. Strategic Financial Input</p> <ul style="list-style-type: none"> • Advise the Board on the financial implications of OXPIP's strategic plans and major decisions. • Contribute to long-term financial planning, including cashflow forecasting and sustainability considerations. • Support the development of the fundraising strategy by providing financial insight and oversight. <p>4. Collaboration & Communication</p> <ul style="list-style-type: none"> • Work closely with the staff member responsible for day-to-day financial operations, providing oversight, challenge and support. • Act as the main point of contact for financial matters between the Board, staff and external professionals. • Ensure trustees understand key financial issues and risks. <p>5. General Responsibilities of All Trustees</p> <ul style="list-style-type: none"> • Ensure the charity operates within its legal and regulatory framework and complies with its governing document. • Act in the best interests of the charity, its beneficiaries and future beneficiaries.
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- Contribute to the strategic direction and development of the organisation.
- Maintain sound financial stewardship of the charity's resources.
- Ensure effective and efficient administration of the charity.
- Act as a counter-signatory on payments and funding applications as required.
- Maintain absolute confidentiality regarding sensitive information.
- Use personal skills and experience to support the Board in making well-informed decisions.

Safeguarding

Whilst OXPIP's Board has a nominated Safeguarding Trustee, all trustees must ensure that OXPIP has robust safeguarding policies, follows statutory guidance, and creates a culture where concerns are recognised and acted on. This includes strong safeguarding governance which ensures people and practice are safe, risks are managed and concerns are addressed properly. Ultimately, they hold collective legal accountability for keeping children safe throughout the charity's work.

Data protection/GDPR responsibilities

Trustees must ensure the charity handles personal data lawfully, securely and transparently, in line with UK GDPR and the Data Protection Act 2018. They also have a responsibility to support the Board in maintaining appropriate financial data controls, ensuring that any personal or sensitive financial information is stored, accessed and processed safely and only for legitimate charitable purposes.

EDI responsibilities

Trustees must actively promote and uphold equality, diversity and inclusion by ensuring that financial decisions, policies and governance practices support fair treatment, remove barriers, and enable full participation for people from all backgrounds across the charity's work.

Person Specification – Treasurer

Requirements	Essential / Desirable	Method of Assessment
Expertise in financial planning, management, reporting or business/charity finance.	Essential	Application/Interview
Commitment to OXPIP’s mission and values.	Essential	Application
Strategic vision and strong independent judgement.	Essential	Application/Interview
Ability to analyse complex information and communicate it clearly.	Essential	Application/Interview
Willingness to devote the necessary time and effort.	Essential	Application/Interview
Ability to work effectively as part of a team.	Essential	Application/Interview
Understanding and acceptance of the legal duties and responsibilities of trusteeship.	Essential	Application
Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	Essential	Application
Accountancy qualification	Desirable	Application/Interview
Experience in the third sector	Desirable	Application/Interview
Knowledge of communities facing barriers to accessing services.	Desirable	Application/Interview