



Working together
to keep families together

Trustee Role: Treasurer

St Michael's Fellowship: Pioneering Family Charity

Role: Voluntary

Charity location: Streatham, London

Able to commit to:

- 4 board meetings, Fridays 9am
- 2 days strategic planning/training with managers
- 4 year term of office, option for one renewal
- Monthly meetings with Chair, Deputy Chair & Director, Fridays 9am in Streatham or Zoom
- Regular contact with Head of Finance
- Reasonable expenses paid



**If there's a parent in you,
they'll find it.**

St Michael's parent



About us

- St Michael's Fellowship is a **pioneering charity** that in its **120-year history** has touched the lives of tens of thousands of vulnerable parents and children.
- We have **37 permanent staff** and a similar number of sessional staff. **Annual income is £2 million**, from councils, trusts & foundations & fundraising.
- Last year we worked with **over 200 parents**.

Key criteria:

We are looking for a Treasurer who is a **qualified accountant** as our current Treasurer completes his second term of office leaving in **December**. We welcome applications from accountants with experience of **charity finance**.

Our work

St Michael's Fellowship has 5 services:

1. Residential Assessments (3 houses)
2. Outreach (Weekly Groups & 121 support with young parents)
3. Jigsaw (Contact Centre)
4. Securing Change (Follow-on service)
5. Working with dads (Caring Dads Programme)



The main responsibilities and duties of the Treasurer include:

- Working closely with the Chair & Deputy Chair of the Board of Trustees & fellow Board members on the overall governance of St Michael's;
- Overseeing & presenting budgets, internal management accounts & annual financial statements to the Board;
- Joining the Chair & Deputy Chair at the monthly meeting with the Director;
- Leading in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested & economically spent, in line with good governance, legal & regulatory requirements;
- Leading in the development & implementation of financial reserves, cost-management & investment policies;
- Supporting the Director regarding the financial aspects of their duties, including the recruitment of financial administration staff;
- Liaising with & working with the Head of Finance.
- Chairing the Finance subcommittee in line with its terms of reference, & reporting back to the Board;
- Monitoring and advising on the financial viability of St Michael's;
- Overseeing the implementation of, monitoring and reviewing the Financial Procedures and Controls and adherence thereto;
- Contributing to the development of St Michael's new strategic plan;
- Overseeing the St Michael's financial risk-management process;
- Board-level liaison with the Auditors on specific issues such as their management letter and the related board representations.

Additional details:

The role of the Treasurer is significant in guiding the charity on financial matters. You will help us build on our successes and enviable reputation and contribute to the organisation's future direction. Working closely with the Chair, Deputy Chair & Director & to recruit fellow trustees, including trustees with lived experience.

We are seeking to further better reflect the families we serve and to encourage debate and challenge to ensure the Board reaches the best decisions.

Our Board of Trustees currently has nine members: seven are women, four women of colour and all with with a range of ages and backgrounds.



Please send your CV & cover letter to:

sue@stmichaelsfellowship.org.uk

Closing date: Friday 1st December, 12pm

Interview Date: Friday 8th December