



Treasurer Appointment Brief

Embrace. Empower. Educate.

This job description is in Bree Serif Ltd size 12 font. Should you require this description to be sent in a larger size or read out to you, please contact 0800 801 0400 or email info@mermaidsuk.org

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A little bit about us...

We use 'trans' as an umbrella term for people that are binary trans, non-binary, genderqueer, genderfluid, agender or of other non-cisgender genders, including those of non-Western origin.

The Charity

Mermaids has been supporting trans children, young people, and their families since 1995. Mermaids has evolved into one of the UK's leading LGBTQ+ charities, empowering thousands of people with its secure online communities, local community groups, helpline services, web resources, events, training, legal support, policy and stakeholder engagement and residential weekends.

We also seek to educate and inform wider society on gender identity by helping professionals accommodate and reassure gender diverse young people. Over the years, we've seen many changes in the language and understanding surrounding gender issues, but one thing remains the same: trans children deserve the freedom and confidence to explore their gender identity wherever their journey takes them, free from fear, isolation and discrimination.

Equal Opportunity

Mermaids is an equal opportunity employer. We encourage applications from those with lived experiences (directly or indirectly) and/or close ties to the LGBTQ+ community. We actively support and encourage people from a variety of backgrounds and experiences to join us and shape what we do. We are particularly keen to receive applications from BPOC (black and people of colour) and/or disabled and trans candidates.

Message from the Chair

Mermaids is a wonderful place to work. Our team, staff and volunteers work together to support gender diverse young people and their families in an ever-expanding myriad of ways.

It is not always easy to undertake our work, but it is really important that we are here and that we stand up for the community we support. This makes for very satisfying work.

The trustees are involved and take our responsibilities to the charity seriously. We are proud of the team (and often in awe of them) and it is our job to enable them to play their parts as fully as possible. We care about diversity - we want to have as many different voices as possible at Mermaids; I really hope you will consider joining us.

Belinda Bell (Chair)



The Role of Treasurer

To monitor the financial administration of the charity and report to the board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements to provide the board with the confidence and knowledge to make sound strategic decisions.

Mermaids' Board recognises that all trustees, not just the treasurer, are responsible for the charity's finances and should be able to understand, consider and comment on financial information.

Role Description

Duties of Treasurer

- Overseeing budgets, internal management accounts and annual financial statements, and providing additional expertise regarding them to the board of trustees. The preparation of these documents is delegated to the employees of the organisation.
- Leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
- Leading in the development and implementation of financial reserves, cost management and investment policies.
- Liaising with the appropriate members of staff responsible for the financial activities of the organisation.
- Chairing the Finance, Audit and Risk Subcommittee in line with its terms of reference and reporting back to the board of trustees.
- Monitoring and advising on the financial viability of the charity.
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems.
- Advising on the financial implications of the charity's strategic plan.
- Overseeing the charity's financial risk management process.

- Acting as a mandate signatory and counter signatory on charity's bank accounts, cheques and important applications to funders.
- Board-level liaison with the independent examiner or external auditors on specific issues such as the Auditors' Management Letter and the related board representations.

Special Considerations

Mermaids is a well known national charity, however trustees may be redacted from the public record if requested. There is no requirement or expectation of them to represent the charity externally. Additionally, Mermaids is currently the subject of a Statutory Inquiry by the Charity Commission and this will be ongoing for several months at least.

Time Commitment

You may be required to commit up to one evening per week.

You will be required to attend six board meetings and six Finance, Audit and Risk Subcommittee meetings per year, each lasting between 1.5 and 2 hours and taking place in the evening, usually on Tuesdays. You may be required to attend additional board meetings depending on the needs of the charity as well as an annual away day. As part of your induction you will be required to attend safeguarding, data protection and other training.

There is no time limit on your appointment although the Board undergoes an annual review of one third of its membership "to ascertain if it's in the CIO's best interest for them to stay in place." The Good Charity Governance Code suggests not serving for more than a maximum of nine years.

Benefits

In addition to making a real difference to the lives of trans young people and their families and gaining valuable and transferable governance experience, you will receive:

- Trustee Training in line with your needs
- Safeguarding Training
- Data Protection Training
- Reimbursement of expenses incurred in your role

About You

At Mermaids we are not all the same. Whatever your background and identity, we are keen to hear from you.

We particularly welcome applications from those with protected characteristics such as people of colour and people living with disabilities as well as all those with transgender lived experience.

Please let us know if you may require any reasonable adjustments as part of the recruitment process.

Person Specification

Treasurer

You should be able to demonstrate that you meet the following essential criteria in 1 area:

Measured by:

E = Essential

A = Application Documents

D = Desirable

I = Interview

Skills, experience, knowledge		
E	A commitment to the vision, mission, values and specific charitable objectives and ethics of this charity	A/I
E	Willingness to devote the necessary time and effort	A/I
E	Knowledge and experience of charity accounting	A/I
D	Chartered Accountant Qualification	A/I
E	Good, independent, sound judgement and ability to make recommendations to trustees	A/I
E	Eligibility to become a charity trustee in line with the Charity Commission requirements (further information is in the Essential Trustee Booklet)	A/I

Key terms

Expenses

The role of Treasurer is voluntary (unpaid), but reasonable expenses – such as travel - will be paid.

The selection process

How to apply

Informal conversation: Please contact the Chair of the Board via belinda@mermaidsuk.org.uk if you are interested in an informal conversation about the role.

If you would like to be considered as Treasurer of Mermaids, please send:

- a comprehensive, up-to-date CV
- a supporting statement explaining how you believe your skills and experience match the priority skills and experience that we are looking for, as outlined in the personal specification
- details of any business or other interests which might give rise to conflict of interest, and how you could address this should your application be successful

to recruit@mermaidsuk.org.uk with Treasurer in the subject title.

Please include hyperlinks in the letter to relevant material and add all social media accounts to the body of the email.

Deadline for applications: Until the role is filled. Please apply as soon as you are ready.

Interview dates: TBC and in line with availability of the candidate.

Start date for the role: subject to when you can start.

Safeguarding

Mermaids is committed to safeguarding and promoting the welfare of children, young people and adults at risk, and this is a responsibility that is shared by all members of staff and volunteers across the Charity. The successful candidate will be subject to reference requests, safer recruitment checks and will be required to pass an Enhanced Disclosure and Barring Service (criminal records) check. Please note that safer recruitment checks involve social media and internet presence searches.

Data Collection and Protection

We treat personal data collected during the recruitment process in accordance with our [data protection policy](#). Information about how your data is used and the basis for processing your data is provided in our volunteer [volunteer applicant privacy notice](#).