

Treasurer Trustee Recruitment & Application Pack

Transforming children's mental health through arts-based therapies

Welcome

Thank you for your interest in becoming a Treasurer Trustee for Blue Smile.

Blue Smile transforms the mental health and life chances of Cambridgeshire children through specialist arts-based therapies. We support more than 200 children every week through one-to-one therapy and groupwork, working particularly with children who experience disadvantage and adversity.

We are seeking a Treasurer Trustee to join our Board and play a vital role in supporting the charity's financial sustainability, governance and strategic development.

This is an exciting opportunity for a finance professional to use their expertise to help improve children's mental health and wellbeing across Cambridgeshire while contributing to the leadership of a respected charity.

Treasurer Trustee

Purpose of the Role

The Treasurer Trustee is the Board's lead trustee for financial oversight and governance.

Working alongside fellow trustees and the executive team, the Treasurer helps ensure that Blue Smile manages its finances responsibly, remains financially sustainable and complies with all legal and regulatory requirements.

The Treasurer does not manage the charity's day-to-day finances but provides strategic oversight and assurance on behalf of the Board.

Key responsibilities

Financial Oversight

The Treasurer will:

- Support the Board in understanding and fulfilling its financial responsibilities
- Chair finance committee meetings
- Review management accounts and financial performance regularly
- Ensure appropriate budgeting and financial planning processes are in place
- Monitor reserves and advise on financial sustainability
- Ensure proper accounting records are maintained
- Support the development of financial policies and controls
- Assist the Board in understanding financial risks and opportunities.

Annual Reporting and Independent examination

The Treasurer will:

- Guide trustees through the annual accounts and financial statements
- Support preparation and approval of annual reports and accounts
- Liaise with independent examiners or auditors when required
- Present financial information in an accessible and understandable way for trustees.

Governance and Strategy

The Treasurer will:

- Contribute actively to the strategic direction of the charity
- Ensure financial implications of strategic decisions are fully considered
- Assist in identifying and managing financial risks
- Ensure Blue Smile's resources are used exclusively to further its charitable objectives
- Act in the best interests of the charity and its beneficiaries.

General Trustee Responsibilities

As a Trustee of Blue Smile, you will:

- Attend and prepare for Board meetings and Finance Committee meetings
- Participate fully in discussions and decision-making
- Help shape the strategic direction of the charity
- Safeguard Blue Smile's assets, reputation and values
- Ensure compliance with charity law and governance requirements
- Act as an ambassador for Blue Smile
- Support the charity's commitment to safeguarding children and young people.



Person Specification

Essential

We are looking for someone who has:

Financial Expertise

- Significant experience in finance, accounting or financial management
- Experience of budgeting, financial reporting and financial oversight
- Ability to interpret and communicate financial information clearly
- Strong analytical skills and sound judgement.

Governance and Leadership

- Understanding of governance and accountability
- Ability to contribute to strategic discussions
- Commitment to collective decision-making
- Understanding of trustee responsibilities or willingness to learn.

Personal Qualities

- Commitment to improving children's mental health and wellbeing
- Integrity, objectivity and sound independent judgement
- Strong communication and interpersonal skills
- Respect for diversity and inclusion
- Commitment to safeguarding children.

Desirable

- Accountancy qualification (ACA, ACCA, CIMA, CIPFA or equivalent)
- Previous charity trustee experience
- Experience within the charity or voluntary sector.



"My anxiety has shrunk. I can manage it most of the time now and if it gets big I know it helps to tell someone."

"It helps you let all your feelings out so you don't feel like you have nobody to talk to"

"I liked talking about all the goods and bads. It helped friendships and family stuff."

Role information

The role is voluntary.

The Board of Trustees meets approximately six times per year, usually online in the evening.

The Treasurer sits on the Finance & Remuneration sub-committee which meets online every two months/six times per year

Trustees also participate in an annual strategy session and will occasionally be required to attend in-person meetings or events in Cambridge.

Estimated commitment:

- Approximately 4–6 hours per month.
- Additional time may be required during budget-setting and year-end reporting periods.

Reasonable expenses will be reimbursed.

Eligibility

Applicants must:

- Be aged 18 or over.
- Not be disqualified from acting as a charity trustee under the Charities Act 2011.

Blue Smile is committed to safer recruitment, and successful candidates will be expected to complete appropriate due diligence and DBS checks.

Equality, Diversity and Inclusion

Blue Smile is committed to building a Board that reflects the communities we serve.

We welcome applications from people of all backgrounds and particularly encourage applications from individuals from under-represented groups, including people from Black, Asian and minority ethnic communities, LGBTQ+ communities, younger people, people with disabilities and those with lived experience relevant to our work.

How to Apply

Please submit your CV and a short covering letter outlining your interest and suitability to **vicki.osborne@bluesmile.org.uk**