

## Lewisham Bereavement Counselling

### About Lewisham Bereavement Counselling

Lewisham Bereavement Counselling (LBC) provides a confidential counselling, advice and information service to bereaved people living and/or working in the borough of Lewisham. It has been in existence since 1985 and is well known and highly valued amongst the local population as well as its referring agencies. The service aims to be sensitive to age, gender and to the diverse ethnic, cultural and religious needs of the local community. The service is delivered by a team of trained and professionally supported volunteer counsellors. The counsellors represent the diversity of age, cultural and ethnic backgrounds to match the client population. They are provided with supervision by a team of sessional supervisors who are paid for their work. The organisation works to the standards of ethics provided by the British Association of Counselling and Psychotherapy (BACP) which ensures the maintenance of high standards.

The day to day running and managing of the service is currently provided by a part time (three days a week) coordinator, supported by an administrative assistant. Staff are supported and guided by members of the Board of Trustees who meet regularly every six weeks. The Board includes a Chair and Treasurer who meet up with the Coordinator in between meetings as and when needed. Currently the Board of Trustees consists of five members.

For the past fifteen years LBC has been extremely fortunate in securing the continuous joint statutory funding of Lewisham Borough Council (the Community Sector) and Lewisham NHS, which has been guaranteed until March 2018. We are currently part of a team of cross-borough therapeutic services who are working with Lewisham Borough Council on the future of said services, and continued funding will be a core part of this.

Lewisham Bereavement Counselling is a small charity, currently running on an annual income and expenditure of around £50,000. LBC has recently undergone several significant changes and is looking for a treasurer to guide and lead the organisation's financial affairs. We are a small organisation, which requires its trustees to take an active role. We are at an exciting time of development, looking for individuals to help us ensure LBC's future effectiveness, efficiency and stability.

Members of the Trustee Board can be elected onto the Board at any time during the year, but all Trustees are asked to serve a minimum term of one year, with re-election each year at the Annual General Meeting. Trustee Board members are currently required to attend a six-weekly evening meeting of approximately two hours. The Treasurer is required to undertake additional work as needed to fulfil their role which is expected to be no more than 18 days a year. This will be dependent on how the Treasurer decides to manage their role and responsibilities.

If you would like more information about the role of Treasurer for LBC, or would like to talk to someone about the role please contact [chair@lewisham-bereavement-counselling.org](mailto:chair@lewisham-bereavement-counselling.org)

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### Duties of a Trustee Board Member

The general duties of any trustee board member are to:

- Ensure that LBC complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that LBC pursues its objects as defined in its governing document.
- Ensure LBC applies its resources exclusively in pursuance of its objects.
- Contribute actively to the board of trustees by giving firm strategic direction to LBC, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of LBC.
- Ensure the effective and efficient administration of the organisation.
- Where appropriate, serve on sub-committees of the board.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they should help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has expertise.

### The Role and Responsibilities of the Treasurer

#### Overall Purpose:

The Treasurer is responsible, on behalf of the Board of Trustees for maintaining an overview of the Lewisham Bereavement Counselling's (LBC) financial affairs, ensuring its long term financial viability. This involves ensuring proper financial records are kept, the Board is kept up to date with the organisation's current financial state by being made aware of any risks or uncertainties, and that proper procedures are maintained in line with auditing requirements.

#### Main Responsibilities

1. Overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees;
2. 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;
3. Leading in the development and implementation of financial reserves, cost-management and fundraising strategies and policies;
4. Liaising, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation;
5. Chairing any finance sub-committee in line with standing orders and terms of reference, and reporting back to the board of trustees;

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6. Monitoring and advising on the financial viability of the charity;
7. Overseeing the implementation of and monitoring specific financial controls and adherence to systems;
8. Advising on the financial implications of the charity's strategic plan;
9. Overseeing the charity's financial risk-management process;
10. Acting as a counter signatory on charity cheques and applications to funders;
11. Ensuring that the accounts are prepared, disclosed and examined in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission

The Treasurer may delegate some of these tasks to other members of the Trustee Board for completion, but they must maintain responsibility for their completion.

### **Person specification for the role of Treasurer**

All trustees should be able to demonstrate basic qualities of commitment and integrity; the treasurer should demonstrate additional skills including experience of appropriate financial management.

This includes

- Commitment to the organisation.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A willingness to be available to all staff for advice and enquiries on an ad hoc basis.

### **Specific to the role of treasurer**

- Financial qualifications and experience of financial management.
- Some experience of charity finance, fundraising and/or pension schemes.
- Strong organisational skills.
- Good communication skills.
- The ability to analyse financial information effectively and summarise financial information for different audiences.
- Good IT skills and a competency with Windows based programmes.