



CANDIDATE PACK FOR TREASURER



WELCOME

Dear Candidate,

Thank you for your interest in joining our Board.

St. Michael's Fellowship is a special charity. For 120 years, St. Michael's – as the charity is widely known – has touched the lives of thousands of children and their families in South London and beyond. We exist to secure the best possible future for children by working directly with their parents. The families we support often have complex issues and are at multiple disadvantage. Our support to at-risk children, therefore, is impactful, highly bespoke and intensive, and is delivered through holistic support for the whole family.

Our skilled, experienced and incredibly dedicated staff team provide a range of services for more than 250 vulnerable families every year. These include residential family assessments in one of our three houses, outreach programmes, specialist support for young fathers and Jigsaw, our contact centre. We are one of a few charities working with families providing residential assessment centres in the UK. Our turnover is approximately £2 million and our finances are in good shape. We were recently one of a small number of charities selected to benefit from the Evening Standard Christmas Appeal with Comic Relief.

Our Board of Trustees currently has eight members across a range of ages and backgrounds, including those with lived experience; men are under-represented on our Board. The majority of trustees have busy full-time jobs, so we will make best use of your time.

We are now looking for a new Trustee to join us, who will also act as our Treasurer. As Treasurer, you will oversee the financial governance of St Michael's in line with best practice in charity financial management. The Treasurer plays an important role in setting and scrutinising St Michael's annual budget and in overseeing the production of the trustees' annual report and accounts, supported by our Head of Finance and Operations. St Michael's has a collaborative style of leadership and governance: the Treasurer, Deputy Chair and I meet monthly with our current Director, Sue Pettigrew. This is an exciting time to join St Michael's as we are recruiting a new Chief Executive, as Sue is retiring after 36 years as Director, and in 2028 we will celebrate our 125th Anniversary.

We would welcome applications from people who are enthusiastic about our mission; who will bring significant experience of financial management; a good understanding of charity finance and governance; and be a strategic thinker with the ability to probe and appropriately challenge both the Executive and Board colleagues, deploying a collaborative approach, sound judgement and emotional intelligence.

If you believe you bring the experience, capability and leadership attributes, and share in our values of being compassionate, honest and expert, we very much look forward to hearing from you.

Sally Prentice
Chair, St Michael's Fellowship



ABOUT US

St Michael's Fellowship has been helping families for over a century and secures the best possible future for children by working directly with their parents. Parenting is the biggest single factor affecting children's well-being and development. We work with parents with difficult histories such as neglect, domestic violence, mental illness and substance use to break cycles of abuse.

We have an innovative approach and believe in the capacity of parents we work with for positive change. Our support can be straightforward such as helping a young mother update her CV; or it may be much more complex for young parents with issues reaching back into their own childhood.

The services and programmes we provide are at the heart of St Michael's Fellowship. Our staff teamwork with parents so that children can be happy, healthy and confident; offering parents practical, therapeutic and emotional support tailored to their individual needs, taking account of their changing circumstances.

LAST YEAR OVER 200 FAMILIES WERE HELPED THROUGH ONE OF OUR FIVE SERVICES: -

- Residential Family Assessment & Support: working with families in fixed-term residency in one of our three houses.
- Securing Change: our follow-on service, supporting mums and dads after they leave.
- Outreach: one-to-one and peer support groups to young mums and dads.
- 'Jigsaw': a family contact service to rebuild family relationships.
- Working with dads through our Caring Dads Programme

COMPASSIONATE, HONEST AND EXPERT

We believe no child's life should be blighted because of the circumstances of their birth. Our work is compassionate, honest and expert. St Michael's practitioners are unique in their ability to support a young parent for however long they need. Often the St Michael's practitioner is the only professional who knows the whole story and has built a trusted relationship over months, sometimes even years.

Whenever we can, we work with both parents as this leads to the best outcomes for children. We do not reach thousands of parents with prescribed interventions; we reach the most complex cases and often spend months building a relationship before we can effect change together.

For more information on what we do and the services and programmes we provide, please [click here](#).

OUR FINANCES

We have 56 permanent staff and a similar number of sessional staff. Our annual income is approximately £2 million which is secured through councils, trusts and foundations and fundraising. Our latest trustees annual report and accounts can be viewed [here](#) and our Impact Report [here](#).



JOB DESCRIPTION

Job title: Treasurer

Reports to: Chair and Chief Executive

St Michael's Board of Trustees has extensive experience in children's social care, local government, the NHS, business transformation, facilitation and innovation, and charity leadership and management. Trustees share a profound commitment to St Michael's Fellowship and unstinting dedication to our work with families. You can find out more about our trustees [here](#).

ROLE PURPOSE

Our Board of Trustees is collectively responsible for the governance and strategic direction of St Michael's including setting and monitoring the annual budget; risk management; and ensuring that St Michael's is fulfilling its charitable purpose. This includes developing the organisation's strategic plan in accordance with governing documents, legal duties and Charity Commission guidelines; and evaluating our impact. Trustees' skills complement rather than mirror the skills of our executive team. Trustees are not involved in day-to-day operational work, but several trustees undertake inspections of our residential houses.

The role of 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, Chief Executive and the Head of Finance: we meet monthly, sometimes in person, other times on Zoom. Trustees are also involved in recruiting new trustees.

Our Treasurer is also responsible for supporting trustees to understand the financial position of the charity and the financial implications of decisions they are making; working with the Chair to ensure that the charity's trustees' annual report and accounts are properly prepared and presented in line with legal and regulatory requirements; and overseeing the organisation's relationships with our external auditor; and its planning, performance management and risk management processes, working with other trustee colleagues.

THE MAIN RESPONSIBILITIES AND DUTIES OF THE TREASURER WILL BE:

- Working closely with the Chair & Deputy Chair of the Board of Trustees & fellow Board members on the overall governance of St Michael's.
- Joining the Chair & Deputy Chair at the monthly meeting with the Director.
- Liaising with & working with the Head of Finance, including working with her on the financial reports to the Board which include the budget and management accounts.
- Board-level liaison with the auditors on specific issues such as their management letter and the related board representations, and the overall presentation of the annual report and accounts.
- 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. This includes the monitoring and reviewing of the financial procedures and controls.
- Leading in the development & implementation of financial reserves, cost-management and investment policies.
- Supporting the Chief Executive regarding the financial aspects of their duties, including the recruitment of financial administration staff and contributing to the Head of Finance's annual appraisal.
- Chairing the Finance subcommittee in line with its terms of reference & reporting back to the Board. The Finance subcommittee meets twice a year.
- Monitoring and advising on the financial viability of St Michael's.
- Contributing to the development of St Michael's new strategic plan.
- Overseeing the St Michael's financial risk-management process and working with the Chair and lead trustee on risk management for St Michael's.

PERSON SPECIFICATION

We are especially interested in candidates who have the skills below to strengthen the capacity of our board.

YOUR KNOWLEDGE AND EXPERIENCE

- Significant experience of senior financial leadership and developing and delivering financial strategies.
- Knowledge and understanding of charity finance and of charity governance principles and practices.
- A strategic understanding of how to increase financial sustainability and to steward a diverse funding base.
- Experience of working with a multi-skilled non-executive board membership.
- Supporting and coaching / mentoring Senior Financial staff.
- Supporting not-for-profit organisations through significant change and growth.
- Expertise in risk management [Desirable]
- A professional financial qualification [Desirable]

YOUR SKILLS, ABILITIES AND PERSONAL QUALITIES

- A strong interest in, and commitment to St Michael's charitable mission.
- Strategic vision, independent judgement, and an analytical approach.
- Undisputed personal integrity, a fair, inclusive and open leadership style. and the ability to act impartially and fairly.
- A trusted presence, with low ego and high personal credibility; you will bring and an engaging and collaborative style that inspires confidence.
- An ability to listen and be supportive, while asking probing questions and effectively scrutinising performance – and willing to address difficult issues in a straightforward way.
- Able to commit sufficient time to respond to emails, messages and phone calls.
- Helpful, flexible, and pro-active.
- Generosity of spirit, adaptability, and a willingness to take time to get to know fellow trustees and to work together effectively.
- An understanding that the leadership and governance of a charity is complex and the operating environment for charities is becoming harder.
- Ability to explain financial concepts and issues to non-specialists.
- A willingness to attend occasional events.

We are committed to diversity at board level and we strongly encourage applications from people from Black and global majority communities; people with disabilities and caring responsibilities; and people with lived experience as young parents and/or in the children's social care system. We would also welcome applications from men. Working with men is an important element of the work we do at St Michael's and we currently only have one male trustee.



TERMS OF APPOINTMENT

TIME COMMITMENT

Board meetings are held four times a year on a Friday at 9am. In addition, the Treasurer will attend two days of strategic planning and training with managers and monthly meetings with the Chair, Deputy Chair and Chief Executive, either in person or via Zoom – these meetings are usually held on Friday mornings for 60 to 90 minutes.

The Treasurer will also need to factor in time to respond to emails and phone calls, read Board papers, comment on the finance reports and the preparation of the annual accounts, meetings with the auditors, and to undertake training in charity governance and safeguarding. From time-to-time trustees may be asked to attend a meeting online during the day on a specific issue at the request of the Chair and CEO.

REMUNERATION

All trustee roles are voluntary and reasonable expenses are reimbursed.

CONFLICT OF INTEREST

Trustees must avoid conflict between their personal interests and those of St Michael's Fellowship.

APPOINTMENT LENGTH

Term of appointment is four years potentially renewable for another term up to a maximum of eight years.

HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Hannah Chapman at Hannah.Chapman@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/smf-treasurer/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you are interested in becoming St Michael's new Treasurer and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	5th April 2024
Preliminary discussions:	w/c 15th April and w/c 22nd April 2024
Informal stakeholder engagement sessions:	w/c 29th April 2024
Final Panel interviews:	13th May 2024