



Treasurer Role Information Pack



Treasurer Role

Dear Applicant,

Thank you for your interest in the **Treasurer** role at Mind in Kingston.

This pack includes key information about the position, including the role description, person specification, and how to apply. We appreciate your interest in supporting our work and look forward to receiving your application.

About Mind in Kingston

**We are Mind in Kingston. We fight for mental health.
For support. For respect. For you.**

Mind in Kingston is a Local Mind Association and an independent, community mental health charity. We fight to make sure that everyone with a mental health or emotional issue locally has somewhere to turn for advice, respect, kindness and support.

Founded in 1972, we are well respected as a user-led organisation that delivers quality wellbeing and recovery-focused services, and campaigns on mental health issues to influence change. Lived experience is at the heart of everything we do, and we work alongside our local community to reduce mental health stigma and discrimination.

As a leading charity for mental health in the Borough of Kingston upon Thames, we work in partnership with many stakeholders to meet the needs of people with mental health issues, their families, carers, and wider support networks in the borough and beyond. Mind in Kingston is an independently funded charity affiliated to the national Mind; a partner of Southwest London Minds; and a member of Mind in London.

We provide a diverse range of community support offers - including prevention services, therapeutic interventions, advocacy, peer support, groups activities, outreach events, mental health training and campaigns to influence change. We work closely with other organisations to ensure we deliver high-quality and impactful services to people in the local area.

Our team is passionate about improving mental health and wellbeing, often due to their own experiences, whether personal or professional. We offer our team a safe and non-judgmental space to work, encourage their participation in the development of our charity, and have a strong ethos of openness, diversity, dignity, respect and inclusion for all

Our Vision and Mission Statement

Our Vision:

We won't give up until everyone experiencing a mental health problem gets both support and respect.

Our Mission:

- Our mission is to advance the views, needs and ambitions of people with mental health problems and to challenge discrimination and promote inclusion.
- We will influence policy and promote equal rights through campaigning and education.
- We strive to develop innovative quality services which reflect expressed need and diversity.
- In all our work we promote our vision and core values.

Our Aims:

Our overall aim is to improve the mental health of people in and around the Borough of Kingston upon Thames by providing a range of services that offer support, advice, information and signposting. We also promote better understanding and raise awareness of mental health issues, as well as reduce stigma.

We do this by:

Empowering: Enable people to make informed choices about their lives

Improving services and support: Involve people to have their say, be involved or lead initiatives that improve the quality of lives of those experiencing, recovering or at risk of mental health problems

Acceptance: Enable people to cope with, manage and improve their own mental health and allow them to be themselves

Enabling Social Participation: Provide access to fulfilling activities and valued roles in their community

Trusted Networks: Provide safe and trusted services when people are most vulnerable

Removing Inequality of Opportunity: Improve awareness and understanding of mental health needs in the borough

Values:

Open - We reach out to anyone who needs us

Together - We're stronger in partnerships

Responsive - We listen, we act

Independent - We speak out fearlessly

Unstoppable - We never give up

We strongly believe in involving our beneficiaries in our services and adhere to these principles in all our work. Beneficiaries:

- Are involved in the development, management and improvement of our services
- Are treated with respect and dignity
- Have their strengths, as well as needs, acknowledged
- Receive support in determining their choice of services
- Are treated fairly and without discrimination

In addition, the following principles underpin all our work:

Autonomy: both for the charity which is independent and for those who use our services that we respect 'self-governance'

Equality: Embracing diversity and ensuring equality of opportunity for all

Knowledge: for service users to make informed choices and the charity to offer sound and up to date information as well as informing decision makers on many areas relating to mental health and what service users want and experience

Active participation: recognising, supporting and using the skills of people with lived experience of mental health needs

Respect: working with an empathetic, non-judgemental and a person-centred approach to deliver services

For further information about the charity, please visit www.mindinkingston.org.uk.

Treasurer role description

The overall role of a **Treasurer** is to maintain an overview of the organisation's financial affairs, ensuring its financial viability and that proper financial records and procedures are maintained.

In addition to the general responsibilities of a trustee, duties of the Treasurer include:

- Overseeing, approving and presenting budgets, accounts and financial statements (including arranging for the accounts to be submitted to the accountant).
- Being assured that the financial resources of the organisation meet its present and future needs.
- Ensuring that Mind in Kingston has appropriate reserves in line with its reserves policy.
- Ensuring that appropriate financial reports are presented to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with any paid staff and volunteers about financial matters.
- Advising on the financial implications of Mind in Kingston's strategic plans.
- Ensuring that the charity has an appropriate investment policy.
- Ensuring that there is no conflict between any investment held and the aims and objects of Mind in Kingston.
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies.
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities.
- Supporting other trustees in understanding the organisation's financial position and decision making.
- Contributing to the fundraising strategy of the organisation and the ethical fundraising policy.
- Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way.

Person specification

In addition to the person specification for the **Treasurer** should have the following qualities:

- Relevant financial management/accounting qualifications and/or experience.
- Some experience of charity finance, fundraising and pension schemes or willingness to learn.
- The skills to analyse proposals and examine their financial consequences.
- Being prepared to make unpopular recommendations to the board.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.

How to apply

Thank you for your interest in the **Treasurer** role at Mind in Kingston.
We're grateful for your commitment to supporting our work and look forward to receiving your application.

To express your interest, please submit:

1. **Your CV** – This should outline your relevant experience, qualifications, and key achievements. Please ensure your full name & contact details are included.
2. **A short expression of interest** (max 500 words) stating why you are interested in the role and what skills and attributes you aim to bring.

Please send your CV, short expression of interest to:


Harry Wilkinson, CEO @ : harry@mindinkingston.org.uk

Successful applicants will be expected to undergo an Enhanced level Disclosure and Barring Service check, as well as company director and charity trustee disqualification checks.

If you have any questions or would like more information about the role before applying, please contact @ : alexandra@mindinkingston.org.uk

Wondering what it's like to be a Trustee at Mind in Kingston?

Hear first-hand from current Trustees about their journeys, the challenges, and the rewards of helping shape our local mental health services.

 Watch these inspiring stories:

 [Trustee Insights – Video 1](#)

 [Trustee Experiences – Video 2](#)

Discover the impact you could make and why joining our board might be the right step for you.

BECOME A TRUSTEE

Help shape the future of mental health in the Royal Borough of Kingston



WE'RE LOOKING FOR PEOPLE WHO CAN:

- ✓ Think strategically and creatively
- ✓ Lead the organisation towards fully achieving its commitment and ambition
- ✓ Scrutinise the impact we're having
- ✓ Communicate clearly and sensitively in large group discussions
- ✓ Use independent judgement to make decisions on behalf of the organisation
- ✓ Be committed to our [mission, vision and values](#).

ROLE HIGHLIGHTS:

- 🕒 Time Commitment: 4–8 hours per month (meetings held online)
- 💼 Voluntary role with expenses paid
- 💼 Trustees receive: Induction, training, expenses, and skill-building opportunities.

HOW TO APPLY:

📅 Send your CV and a short expression of interest (max 500 words) to:
harry@mindinkingston.org.uk



Successful applicants must complete an Enhanced DBS check and director/trustee disqualification checks.

Join mind in Kingston 's Board of Trustees

Could you help shape Mind in Kingston's future and support more people with mental health needs?

We are an independent local charity, working across the Royal Borough of Kingston and affiliated to national Mind. Our vision is that we won't give up until everyone experiencing a mental health problem gets both support and respect. We have excellent reputation in our area and deliver varied and impactful services that are truly transformational for those who access them and the wider community. We have a turnover of around £1m and are in the process of consolidating and developing our service offer.

The opportunity:

Trustees are our most senior leaders. They set our strategic direction, make sure we're using our resources effectively and ensure we're having the greatest possible impact on our community. Trustees are expected to undertake duties in a manner that reflects Mind in Kingston's values and ethos. We're looking for dedicated, empathetic and ambitious candidates to help make our mission a reality and lead us closer towards our ultimate ambition: a society where everyone experiencing a mental health problem gets both support and respect. We value diverse voices and welcome applications from all backgrounds, especially those with lived experience of mental health. Whether you're new to governance or experienced, if you share our values, we'd love to hear from you.

More details, including the role description and person specification, can be downloaded from our website:

mindinkingston.org.uk/volunteering