



OXFORDSHIRE BREASTFEEDING SUPPORT

Supporting your family from pregnancy to weaning

OBS
OXFORDSHIRE
REASTFEEDING
SUPPORT



Registered Charity 1176948

Treasurer
Recruitment Pack
February 2024



COMMUNITY
FUND

About OBS



- ▶ Oxfordshire Breastfeeding Support (OBS) is a small, agile charity with seven part-time staff, providing free breastfeeding support to families living in Oxfordshire. We deliver four in person group support sessions in Didcot, Donnington, Barton and Kidlington, as well as one to one remote consultations, Preparing to Breastfeed workshops and a Facebook support group. We also provide specialist help to teenage mothers, collaborate with healthcare professionals, and provide affordable breast pump loans. Our annual income in 2022 was around £75,000, from a mixture of grants and donations. We have ambitions to grow this income. We formed as a registered charity (Charitable Incorporated Organisation) in 2018, with a history of providing breastfeeding support dating back to 2006. We are well known and respected in the community.
- ▶ **We are seeking to recruit a Treasurer of the Board of Trustees**
- ▶ This is an exciting time to join the charity as a trustee. In the last twelve months we appointed our first ever Director, have transitioned our team from freelance to employment contracts and are transitioning our services, post-Covid back to a social drop-in model. We are making our services even more accessible to families facing barriers and have gained additional funding to work in the Leys area of Oxford for the very first time.
- ▶ To find out more about what we do, visit <https://www.oxbreastfeedingsupport.org/index.php/aboutus/mission>.

Treasurer Responsibilities



- ▶ Oxfordshire Breastfeeding Support is seeking to recruit a trustee to act as treasurer of trustees for a period of 2-3 years. In addition to the role description of a general trustee (provided below), the treasurer of the trustees will:
- ▶ Provide financial leadership to the board of trustees, offering valuable insights and recommendations on financial planning, budgeting, and investment decisions.
- ▶ Oversee the development and implementation of the charity's financial policies, ensuring compliance with relevant regulations and best practices.
- ▶ Prepare and present financial reports at board meetings, providing clear and concise updates on the charity's financial performance and projections. This would include preparing an annual budget, and monthly management accounts.
- ▶ Monitor and assess the charity's financial health, identifying risks and opportunities and recommending appropriate actions. This would also include ensuring restricted funds are recorded and monitored appropriately to ensure that any grant terms are complied with
- ▶ Ensure transparency and accountability in financial matters, promoting ethical practices and adherence to financial policies.
- ▶ Prepare annual financial statements in accordance with Charity Commission regulations, and ensure timely completion of annual review
- ▶ Support the fundraising team in financial planning for campaigns and initiatives, aligning financial resources with strategic objectives. This would also include assisting in the preparation of the financial information for grant applications and assisting with preparing reports at the end of the grant period to show compliance with financial restrictions of any grants
- ▶ Keep abreast of financial trends, legal requirements, and best practices in the charity sector, sharing relevant insights with the board and staff
- ▶ OBS has recently become an employer (historically it was a self-employed contractor model), and thus the treasurer would need knowledge of financial aspects of running a payroll and be able to assist with running the monthly payroll, and associated book-keeping, as well as making sure PAYE/NI and pension requirements are adhered to.
- ▶ This work is likely to involve around 10 hours per month

Role requirements



Essential Skills/experience

- ▶ Prior experience of managing money, either with a book-keeping or accountancy background or as part of a trustee or staffing role.
- ▶ Proven track record of effective financial leadership and strategic decision-making.
- ▶ Excellent analytical skills, with the ability to interpret financial data and communicate insights to stakeholders.
- ▶ Strong attention to detail and accuracy in financial reporting and analysis.

Desirable Skills/experience

- ▶ Qualified accountant with relevant financial management experience, preferably within the charity or non-profit sector
- ▶ Understanding of financial regulations, accounting principles, and charity governance.
- ▶ Experience with Google Suite (Drive, Docs etc)
- ▶ Please do feel free to contact our current treasurer to discuss this post in more detail :
treasurer@oxbreastfeedingsupport.org

General Trustee Responsibilities



To be a Trustee of a charity is a fulfilling and rewarding role. Collectively, the trustees are responsible for the overall governance of the organisation, setting strategic direction and using their skills and experience to support OBS to achieve its aims. The Board works to ensure that OBS has the money it needs, operates within its financial means, follows the law and achieves the charitable objectives it was set up to fulfill.

- ▶ to ensure that OBS complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- ▶ to ensure that OBS pursues its objects as defined in its governing document
- ▶ to maintain proper financial control and ensure that OBS applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- ▶ to set and maintain vision, mission and values
- ▶ to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- ▶ to ensure accountability
- ▶ to set up employment or contract procedures for, and respect the roles of, facilitators/volunteers
- ▶ to support the operational management of the organisation
- ▶ to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- ▶ to ensure that risk assessments for all aspects of the charity are carried out
- ▶ to safeguard the good name and values of OBS
- ▶ to maintain effective board performance and ensure the effective and efficient administration of OBS including funding, insurance and premises
- ▶ to act in the best interests of the charity in respect of decisions made as a trustee, never in the interests of yourself or another organisation
- ▶ In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

Practical expectations



- ▶ Trustees meetings take place 6 times per year. Meeting dates will be provided at least 2 months in advance and trustees are expected to attend. Virtual attendance is facilitated but physical attendance is encouraged to increase connection between board members. Meetings are likely to last 2-3 hours, usually in the evening, sometimes during the day at weekends. The term of office is three years. A trustee can retire early by giving notice in writing.
- ▶ Supporting documents will be circulated with a target of at least two weeks before meeting dates. Trustees are expected to read these documents and think critically about them in preparation for the trustee meeting. Preparation time is likely to be 1-2 hours per meeting. General communication and decision making between meetings is likely to be 1-2 hours per month.
- ▶ Each trustee is expected to have responsibility for an area of working, for example:
 - ▶ Chair, Deputy Chair, Secretary, Treasurer, Team liaison and Support, Impact and Strategy, Equality, Diversity and Inclusion, Fundraising, External Communication
- ▶ Trustees will be expected to undertake or coordinate activities related to their area of responsibility between meetings. This will be a variable time commitment depending on the role, for example at least 2 hours a week for the Chair and Treasurer, and a minimum of 6 hours a month for other roles (in addition to meeting and communication related time outlined above).

Support provided

- ▶ Travel expenses are not provided, due to the size of the charity and potential for remote attendance at meetings.
- ▶ Reasonable costs can be covered for relevant, cost-efficient trustee training.
- ▶ Where a trustee has a disability, all efforts will be made to make adjustments to facilitate their full involvement.
- ▶ Trustees are expected to undertake basic online safeguarding and Prevent training, and an Enhanced DBS check, the cost of which will be covered by OBS. OBS has trustee indemnity insurance.

To find out more and apply

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- ▶ Please see our [Online application form](#) to apply. Two references will be required for successful candidates
- ▶ Closing date: **10th March 2024**. Interviews will be virtual, timings TBC, but potentially early-middle April 2024.
- ▶ Contact for further discussion and support with your application if required, particularly if you want to discuss special requirements or access needs: ashvina@oxbreastfeedingsupport.org (Secretary of Trustees)

Additional information

- ▶ If you are not familiar with OBS' work you are encouraged to observe a virtual or in-person session and meet some of the facilitators and volunteers before applying. Contact us at team@oxbreastfeedingsupport.org to arrange this.
- ▶ A focus on sustainable fundraising is important to maintain our larger turnover and reach. To view OBS' Annual Report and Financial Accounts: <https://www.oxbreastfeedingsupport.org/index.php/aboutus/policies>
- ▶ Please also read this Charity Commission guidance on responsibilities and liabilities of trustees if you are not already aware of these: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>