

Treasurer/Trustee for The WISH Centre – Role Description

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The **wish** centre

Closing Date: Dec 2023 Based: Harrow, London

The **wish centre** is a Harrow based charity that addresses self-harm, abuse and exploitation of young people. We offer a community-based model that provides open ended psychotherapy, counselling and emotional mental health support in person, at schools and at our Centre, plus digital therapy, in person peer support groups, out of hours help and advice and training. The **wish centre** is a free service for young people ages 12-25 years who live or go to school in Harrow. The impact of our service is seen in [“A Space to Talk: An Evaluation of the **wish centre**’s Self harm services to young people”](#) by the Centre for Mental Health 2018, which shows how we are able to change the lives of hundred’s of young people every year.

We are now seeking additional Trustees to strengthen our existing Board and to replace our Treasurer who is due to retire.

For the role of Treasurer, you need some knowledge of accounting (ideally in Finance/Charity) and experience of managing budgets and giving financial advice. The role of the Treasurer is to ensure that all the finances and the supporting financial control systems are robust and compliant with relevant regulations and share responsibility for the organisation's finances with the other trustees. The treasurer prepares quarterly financial presentations, monitors cash flow, and reviews year-end statutory accounts, forecasts, budgets, and financial strategic plans.

The Treasurer works with our Chief Executive and financial controllers (who do the book keeping up to management accounts level). Day-to-day management of the charity is the responsibility of the chief executive but always within limits agreed by the trustee board as recommended / monitored by the Treasurer. Accounts are managed in QuickBooks, and Excel spreadsheets are used to monitor cashflow, create income/expense forecasts and financial status summary graphs for board meeting presentations.

Treasurer duties include

- Review of cash flow, forecasts, budgets, and financial strategic plans in 30-minute virtual (Teams) monthly meetings
- Presentation of financial updates (from prepared accounts) in quarterly board meetings
- Supervision of the preparation, submission and approval of annual accounts
- Ensuring that the financial resources of the organisation meet its present and future needs.
- Annual review of financial policies (including levels of designated funds).
- Provide financial advice as required to the chair and trustee board.
- Attending/presenting at full day Strategy Meetings (when they occur).
- Ensuring the financial affairs of the charity are legal, constitutional and within accepted accounting practice.

Trustee roles are not remunerated but reasonable expenses will be paid for attendance of in-person meetings and events.

[Job Description](#)

[Application Form](#)