

Treasurer (Unremunerated Trustee Role)

Location: Remote, quarterly board meetings and monthly informal meetings. Monthly cash flow review with select Trustees and CEO. Occasional attendance at meetings or events, often in central London.

Time Commitment: Estimated 6-8 hours per month.

Start Date: 1st July 2025.

About Doctors in Distress

Doctors in Distress is a registered charity dedicated to supporting the mental health and well-being of healthcare professionals. We provide vital support through programmes, awareness campaigns, and advocacy.

Role Purpose

The Treasurer will provide strategic financial oversight, ensuring the charity's financial stability and compliance with regulatory requirements. As a trustee, the Treasurer will work closely with the Board, CEO, and any finance-related professional advisors to support decision-making and financial planning.

Key Responsibilities

- **Financial Governance & Strategy**
 - Provide oversight of the charity's financial affairs, ensuring they align with its strategic objectives.
 - Present clear financial reports to the Board in a format that trustees can easily understand for quarterly board meetings and monthly cash flow meetings.
 - Advise the Board on financial management, risk, and sustainability.
 - Work with professional advisors (e.g., accountants, auditors) as needed.
- **Financial Planning & Reporting**
 - Oversee the preparation of annual accounts in accordance with charity regulations.
 - Ensure proper financial controls and procedures are in place and adhered to.
 - Assist in budget setting and review financial performance against budgeted targets.
 - Support the CEO and any finance staff managing cash flow and reserves.

- **Compliance & Risk Management**

- Ensure the charity complies with financial legal and regulatory requirements.
- Oversee financial risk management and internal financial controls.
- Liaise with auditors or independent examiners as required.

Person Specification

Essential:

- Experience in financial management, accounting, or treasury functions (qualified accountant desirable but not essential).
- Understanding of charity finance and regulatory compliance (or willingness to learn).
- Ability to present financial information clearly to non-finance specialists.
- Commitment to the mission and values of Doctors in Distress.
- Strong analytical, problem-solving, and communication skills.

Desirable:

- Previous experience as a charity trustee or treasurer.
- Familiarity with financial reporting frameworks for charities.
- Knowledge of fundraising and grant management.

Time Commitment & Meetings

- The Board meets quarterly for formal meetings (remote).
- There are monthly informal Board meetings (remote).
- Monthly cash flow meetings with the CEO and a Trustee board sub-committee (remote)
- Occasional meetings or events, often in central London.
- Additional engagement may be required for specific finance-related matters.

How to Apply

If you are interested in this vital role, please send a short cover letter outlining your experience and motivation to Interim CEO Susannah Basile at susannah.basile@doctors-in-distress.org.uk and Co Chair Jonathan Osborn jonathan.osborn@doctors-in-distress.org.uk by **16th April 2025**