

Treasurer recruitment pack

Why join our Board?

A note from our Chair

Dear Applicant,

I am delighted that you are considering applying for the Treasurer role on the Minster Centre Board of Trustees at the Minster Centre.

Our Trustees support the Centre's work of providing psychotherapy and counselling training and an accessible therapy service and our commitment to developing a profession that meets the needs of our diverse society. The Centre operates as a charity and the trustees are the directors of the company charged with strategic oversight being responsible for financial sustainability, operational effectiveness and institutional reputation meaning we deal with a wide range of issues including accounts and finances, human resources, course development and recruitment, public relations, fundraising as well as equality, diversity and inclusivity (EDI).

From its foundation the Minster Centre has been a pioneering voice in the field of psychotherapy and counselling with a longstanding commitment to social wellbeing. The profession has often been inaccessible, or insensitive, to the needs of marginalised groups and is not currently representative of our society. In recent years we have transformed our training curriculum and increased the diversity of our staff and student bodies. This is an ongoing process and we have much more work to do. In an increasingly agitated and polarised landscape, the Minster Centre continues to maintain its ethos and is working to develop a more representative profession that is better trained to work with a wide range of clients.

We are looking for individuals committed to our ethos and from a range of backgrounds with the skills and expertise to act as our Treasurer as well as actively participate in the oversight of the Centre. If you are interested please review the information in this pack and consider applying.

Nick Carley, Chair of the Board of Trustees

About The Minster Centre

The Minster Centre is a registered charity that provides training in psychotherapy and counselling and an affordable therapy service.

It was founded in 1978 as the first Integrative psychotherapy and counselling training in the UK and is one of the leading training institutions in Europe. Now based in Queens Park, NW London, it runs training ranging from open access introductory courses to post-graduate degrees validated by Middlesex University. The Minster Centre caters for around 300 diploma and MA students each year. It's training approach is Integrative and Relational.

The Minster Centre Psychotherapy and Counselling Services (MCPCS) also provides a safe, affordable and professional counselling service to people over the age of 18 who are experiencing a range of difficulties. The service is provided by senior trainees who are in the process of completing their therapy training.

The Centre is a Registered Charity and a Company Limited by Guarantee, and its charitable purposes are:

- to advance the education of the public by providing training in individual and group psychotherapy;
- to relieve suffering by providing psychotherapy and counselling.

The Centre has an annual turnover of £1.8 million and over 80 staff, most of whom are part-time. For further information about the Centre please visit the [Minster Centre website](#)

The Treasurer Role

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of The Minster Centre's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are in place and reports to the Board at regular intervals about the financial health of the organisation. The Treasurer will work closely with the Head of Finance, the Chair and the Management Committee.

Key responsibilities

- Ensuring the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitoring and advising the Board on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with the Head of Finance.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised.
- Leading on the appointment of and liaison with external auditors.
- Overseeing the development and implementation of systems for appraising, mitigating and reporting corporate risk.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies; the Charity Commission, Companies House and the Office for Students.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chair, Head of Finance and the Management Committee to develop the financial understanding of the Board of Trustees.

More information about the role of Honorary Treasurers can be downloaded from [The Voluntary Treasurers Association](#)

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees

Trustee Role

As a member of the Board of Trustees, you will provide strategic leadership and oversight for the Centre as it seeks to fulfil its charitable objects, ensuring it operates in accordance with its governing document and meets its legal and regulatory requirements.

You will need to act with care and skill in the charity's best interests and ensure that the Centre's resources are managed responsibly.

- to ensure the Centre is meeting its charitable purposes for the public benefit
- to comply with our governing document and the law
- to act in the charity's best interest
- to ensure the Centre's resources are managed responsibly
- to act with care and skill
- to ensure that the Centre is open and accountable.

The Board undertakes its role in an environment of mutual respect and with an understanding of the respective roles of the Board and the Executive. The Board contributes to the development of, and monitors the implementation of, the Centre's strategic mission, vision and values. It ensures that adequate systems of control and risk management are in place and that the Centre is sustainable and financially viable.

For more information about the role of a Trustee see:

- [The essential trustee: what you need to know, what you need to do](#)
- [Charity trustee: what's involved](#)
- [The Charity Governance Code](#)

In addition to being a registered charity, The Minster Centre is a company limited by guarantee and, as such, our trustees are also appointed as its company directors.

Trustees are not remunerated but may reclaim reasonable travelling expenses incurred in the course of Minster Centre duties.

Trustees can be co-opted to serve for a period of up to one year after which they will need to be elected by the Minster Centre Membership. Elected Trustees are usually appointed for an initial term of three years, which may be renewed for a further two periods of up to three years each.

Meetings

The Board of Trustees meets six times a year (January, April, June, July (full day), September and November) and are online aside from the full day meeting which is normally in person.

Board papers are normally sent out at least a week in advance of meetings and Trustees are expected to familiarise themselves with them. Board meeting preparation and attendance is the minimum commitment expected and will amount to 4-5 hours every two months.

Board roles

Trustees can serve as officer (Chair, Vice Chair and Treasurer) in which case the time commitment will be more like 4-5 hours every month. Trustees also serve as members of committees or join time-limited working groups.

Trustees may also be asked to represent the Centre at external events. There are many other opportunities for Trustees to engage with, and support, the Centre if they wish including attending graduation ceremonies and other student and staff events, shadowing or mentoring staff.

Committees

There are two standing committees of the Board: Finance and Remuneration. In addition, trustees serve on Centre Committees (Bursaries, Ethics, Quality, Premises) or time limited task focussed groups.

The current board

There can be up to 14 members of the Minster Centre Board of Trustees, we currently have nine Trustees with some coming towards the end of their terms. The Board is made up of up to 11 independent non-executive trustees plus a staff trustee, a student trustee and (if appointed by the Board) the Director. The Chair, Vice-Chair and Treasurer must be an independent trustees. A list of current members of the Board of Trustees can be found on our [website](#).

About you

Qualities needed

We are seeking Trustees who are enthusiastic about The Minster Centre's work and values, who understand the distinction between management and governance and can operate as an effective trustee across the range of subject matters that will be considered by the Board.

For the role of Treasurer we are seeking:

- A finance professional - Qualified accountant with Membership of a professional accountancy organisation. A knowledge of charity finance is an advantage, otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- A clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors
- Able to provide effective support and challenge to the management team and other Trustees
- Experience of fundraising and finance practices in the charitable or voluntary sector (including understanding of charity SORP) would be an advantage
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

The Centre has a strong commitment to seeing the profession becoming more accessible to underrepresented groups. Trustees will be expected to share this commitment, and the Board would like this to be more fully represented in its composition. We would particularly welcome applications from people from Black, Asian and minority ethnic communities, the LGBTQI+ community, care leavers, people with disabilities and people from other underrepresented groups in the profession.

If you would like to discuss further what the role entails and how we can support you, please contact Afua Pierre afua@minstercentre.ac.uk in the first instance.

The application process

To apply, please submit your CV and a statement outlining why you wish to be a Trustee and your suitability for the role (maximum two sides of A4).

Please submit your documents to the HR & Governance Manager, Afua Pierre by email on afua@minstercentre.ac.uk

Closing date: Friday 11th July, 2025

Interviews: Shortlisted candidates will be interviewed (remotely in the first instance) by the Chair and another member of the Board. The appointment will be made subject to two satisfactory references and confirmation from the whole Board

Start of appointment: September 2025

Trustee register of interests, declaration and disqualification

Trustees will need to declare any conflicts of interest and not be disqualified from serving as a charity trustee.

Reasons for disqualification include being bankrupt or having an individual voluntary arrangement (IVA), having an unspent conviction for certain offences (including any that involve dishonesty or deception), being on the sex offenders' register. For further information see [here](#)