



Gogledd Cymru

# Cerrig Camu Stepping Stones

North Wales



**Treasurer**

**CANDIDATE PACK**

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# Welcome to Stepping Stones North Wales

Dear Prospective Applicant,

Thank you for considering the opportunity to join us at Stepping Stones North Wales as our Treasurer. Your interest in this critical role demonstrates a commitment to leadership and community service, qualities essential for guiding our charity through a period of significant transformation and strategic renewal. We thought it might be useful to provide you with a short overview of the charity and our vision for the future.

We are incredibly proud of the fact that Stepping Stones North Wales celebrated 40 years of supporting adult survivors of childhood sexual abuse across North Wales in 2024.

We are a specialist charity that provides trauma-informed counselling, and other therapeutic services free of charge, to adults who are survivors of childhood sexual abuse.

The charity currently works with twenty-three self-employed counsellors working across the six counties of North Wales, offering all of our services are in both Welsh and English. All our counsellors are BACP registered and are led by our in-house Clinical Lead.

## **Mission:**

*Our mission is to empower adult survivors of childhood sexual abuse (CSA) by providing them with a range of services that supports their mental and physical wellbeing over the long-term.*

## **Vision:**

*Our vision is to be able to provide adult survivors of childhood sexual abuse with the opportunity to access the support they need, when they need it, and put early intervention and prevention at the heart of everything we do.*

## **Strategic Goal:**

*To extend the charity's service offer across North Wales, thus empowering those we help through sustainable, client led service projects, which will provide them with long-term positive outcomes.*

As we continue our mission to support adult survivors of childhood sexual abuse, along with their friends and loved ones, across the six counties of North Wales, we have strengthened our foundations, celebrated national recognition, and have risen to the challenges of the growing financial pressures that have impacted not only our charity, but the entire specialist sector.

We were honoured, and immensely proud, to be named a GSK Impact Award winner this year, a prestigious recognition of the quality, innovation, and life-changing impact of our services. This achievement is a testament to the dedication of our staff, volunteers, Trustees, and supporters, who embody compassion and professionalism every day.

As a prospective Treasurer, your focus would be on overseeing our financial health, ensuring robust financial practices are in place and aligning our fiscal strategies with our long-term objectives.

We look forward to possibly welcoming you into our committed team, where together, we can turn our strategic goal into reality.

Thank you once again for your interest in making a substantial difference in the lives of those we serve.



Phil Eastment  
**CEO**



Vince McAllister  
**Chair of the Board**

# About Us

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Our counselling and support service is accessible to everyone engaging in our service, we also offer up to eight weeks counselling to family and friends of survivors.

All aspects of the programme are delivered bilingually, with all services available in both Welsh and English. As a proudly Welsh organisation, the Welsh language is at the heart of everything we do, ensuring that participants can engage fully in their language of choice.

In addition to counselling, we offer client support, psychoeducational courses, and group activities. For example, our Next Steps into Wellbeing service is open to all clients, primarily those coming to the end of their counselling journey with us. Referral is via our counsellors and is currently held monthly in Wrexham and Rhyl. Clients enjoy various activities including sewing, pottery, art, family days out. We also offer Maths, English and IT classes in conjunction with Coleg Cambria, and these are held weekly during term time. Without continued, trauma-informed support, there is a significant risk of re-traumatisation, crisis, and the need to re-enter counselling

Art Therapy is offered to clients at different stages of counselling and allows individuals to explore their thoughts and feelings through a mixture of talking and creative methods, assisting clients who may find talking therapy not appropriate - this is offered individually or in small groups.

As an organisation, the entire Stepping Stones North Wales team is deeply committed to mitigating the impacts of intergenerational trauma. We are actively contributing to national conversations, including within the Senedd and UK Parliament, to highlight the importance of recognising and addressing intergenerational trauma as a critical public health and social issue.

We have achieved full accreditation, for all our services from the Survivors Trust and we were one of the ten winners of the GSK King's Fund 2025 Impact Awards (out of 720 applications from healthcare charities throughout the UK). This is a reflection of the service standards our whole team consistently achieve, and of the significance of the impact of our work. As part of our IMPACT Award, GSK produced a short video about the work and impact of Stepping Stones North Wales which I invite the panel to view here: [2025 GSK IMPACT Awards winner - Stepping Stones North Wales](#)

We work in partnership with the Live Fear Free Helpline, who offer our First Steps weekly phone call service to clients on the waiting list. Clients also have direct access to the Helpline Service via our website, 24 hours a day. We provide appropriate information about our service with marketing materials and our professional awareness sessions enable us to provide bespoke education and knowledge regarding trauma.

Our volunteers are invaluable members of our Whole Team. Our volunteer team plays a central role in the delivery of the programme and reflects our commitment to high-quality, trauma-informed support. Volunteers are carefully recruited, trained and supported, and many bring lived experience, contributing to a safe and empathetic environment. The strength of this model is reflected in the national recognition received by members of our volunteer team, including awards for their outstanding contribution. This demonstrates both the quality of the programme and its effectiveness in supporting survivors to progress, build confidence and give back to others. Our website and social media is managed entirely by volunteers.



# Role Overview

This is an exciting moment to join the Board of Trustees at Stepping Stones North Wales (SSNW) and support the future of our organisation. As our new Treasurer, you will help secure the financial sustainability that underpins our comprehensive, support and professional counselling services to adult survivors of childhood sexual abuse across North Wales.

By sharing your professional skills and financial insight, you will help ensure we continue delivering our personalised support, practical advice and ongoing care services to all in need within our region.

## Overall Purpose

The Treasurer is responsible for overseeing the Charity's financial affairs in line with best practice, the governing document, and all legal and regulatory requirements. They will regularly report to the Board of Trustees on the organisation's financial position and overall financial health.

The Treasurer will ensure that robust and appropriate financial controls, systems, and procedures are in place and operating effectively.

While the Treasurer holds specific responsibility for financial oversight, all Trustees remain jointly and severally responsible for the governance and administration of the Charity and share collective accountability and liability.



## **Role Description**

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of SSNW's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

### **Treasurer Key Responsibilities:**

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Reviewing the monthly cash flow statement to highlight any predicted financial difficulties
- 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 on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with Chief Executive, our outsourced Accountants and our internal Administrator.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process.
- Advising on how the Charity could improve the efficiency of its financial processes.
- Ensuring investments and assets are maximised.
- Lead on the appointment of and liaison with external auditors.
- Oversee 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, for example, the Charity Commission and/or the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees.

As a small charity, there will be times when the Trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the Trustee has special expertise.

## How the Treasurer Will Work With Others

SSNW utilise external accountants who manage the operational financial work, including:

- Handling invoices and accounts.
- Preparing reports for regulators.
- Managing tax and financial compliance.

Internally, an Administrator collects and organises invoices (from staff, self employed counsellors, and other expenses) into spreadsheets. These are reviewed monthly by both the Treasurer and Chair before payments are processed, while our accountants maintain the official financial records.

The Treasurer's role is therefore to provide oversight and governance, such as reviewing reports, checking processes, and advising the board (e.g., on reserves policy).

## Our Current Financial Situation

Despite the charity facing the perfect storm of rising costs and reduced funding from traditional income sources the deficit as of 31st March 25 is forecast to be reversed by a surplus of £120k by 31 March 26.

This recovery has been achieved by providing a more effective and cost-efficient service provision, improved funding submissions resulting in diverse funding streams and reduced costs through the modernisation of our IT infrastructure.

Our exciting challenge for the future is to complete our financial recovery and expand our service provision to meet the ever-increasing demand for our services. The treasurer can assist the charity achieve two of its core missions to (i) achieve financial sustainability and (ii) extend our reach.



## Person Specification

### *Essential*

- Financial literacy and confidence with budgets.
- Ability to interpret financial information and explain it clearly.
- A qualified accountant (or equivalent, qualified by experience), ideally (but not essentially) with experience in charity finance. Training will be provided where experience of charity finance is not already in place.
- Strong attention to detail and organisational skills.
- Integrity, independence, and sound judgement.
- Commitment to the charity's mission, values, and safeguarding standards.

### *Desirable*

- Experience in charity finance, accounting, or bookkeeping.
- Understanding of restricted/unrestricted funds.
- Experience with grant reporting or funder compliance.
- Knowledge of financial risk management.

## Personal Attributes

The ideal candidate will:

- Demonstrate a strong commitment to supporting survivors of childhood sexual abuse.
- Be a strategic thinker with the ability to take a practical, hands-on approach when required.
- Be dependable and committed, with the time and flexibility to respond to emerging issues—particularly important within a small, responsive organisation.
- Be collaborative, adaptable, and open to new ideas and ways of working.
- Be comfortable offering constructive challenge and engaging in open debate, while contributing to a positive and cohesive Board culture.
- Show resilience and the ability to navigate complex political, social, and funding environments.

In addition to the specific responsibilities of the Treasurer, the postholder will share the collective duties, responsibilities, and values of all Trustees.

## Overall Responsibilities - Trustees

The Board of Trustees is jointly responsible for the Charity's governance and strategic direction, ensuring financial health, accountability, and alignment with its aims and legal obligations. Trustees must understand both their individual and collective responsibilities and avoid over-reliance on any one person. All should be able to engage with financial information and ask informed questions.

Trustees play a vital role in ensuring Stepping Stones North Wales (SSNW) achieves its purpose. They oversee management and administration, ensure a clear strategy aligned with the charity's vision, and support and challenge the executive team to help the organisation grow and effectively support its clients.

## General Responsibilities of All Trustees

- Support and advise on SSNW's purpose, vision, and activities.
- Approve and monitor strategies, policies, and financial plans.
- Ensure effective administration and risk management.
- Review financial statements and monitor performance.
- Support and challenge the CEO appropriately.
- Stay informed about changes in the operating environment.
- Contribute to governance reviews and attend Board meetings prepared.
- Act independently, in good faith, and in SSNW's best interests.
- Promote SSNW's aims using personal skills, knowledge, and networks.

*As a small charity, Trustees may also contribute beyond Board meetings, including reviewing papers, leading discussions, advising on initiatives, or representing SSNW externally.*



## **Trustees - Skills and Requirements**

We seek individuals who bring energy, commitment, and diverse perspectives. Previous trustee experience is helpful but not essential; induction and training will be provided.

### **Personal Qualities**

- Understanding of Trustee responsibilities and commitment to acting in the charity's best interests.
- Strategic thinking, sound judgement, and collaborative working.
- Strong communication and active participation.
- Commitment to equity, diversity, and inclusion.
- Enthusiasm for SSNW's mission to support survivors of childhood sexual abuse through therapeutic services and education

**Lived experience of the issues SSNW addresses is welcomed and valued.**

### **Support & Induction Provided**

- The current Interim Treasurer will remain on the Trustee board and support the new Treasurer during the transition. The CEO and external accountants will also provide support.
- A structured induction process will be provided, including guidance for people who may be new to Trustee roles.
- For any in-person meetings, SSNW cover travel expenses (mileage) for Trustees.

### **Time Commitment**

Estimated at approximately 3-4 hours per month which includes:

- Four board meetings per year (about 2 hours each) – three of these are online and of an evening (usually 6:30–8:30pm on a Tuesday). We try to meet face to face once per year, normally in July at the office in Wrexham.
- The October meeting will include the AGM followed by a full board meeting, which takes approx. 3.5 hours.
- Monthly financial review of spreadsheets (around 1 hour per month).
- Additional time may be required for reviewing policies and correspondence between meetings, though this will vary.
- Trustees are also invited to attend four counsellor development days per year, but attendance at these is optional and based on your availability.

## **Our Commitment to Equity, Diversity, and Inclusion**

We are committed to fostering an environment in which everyone feels valued, respected, and empowered. We believe that a diversity of backgrounds, perspectives, and experiences strengthens our organisation, improves our effectiveness, and helps us better support the individuals and families and friends who rely on our services.

We aim to ensure that intersecting identities are recognised, valued, and represented across our Trustee Board and throughout the organisation. This includes, but is not limited to, people of colour, young people, LGBTQ+ individuals, and those with lived experience of socio-economic inequality. As we recruit our new Treasurer, we particularly welcome candidates who share our commitment to building an inclusive culture and who are passionate about advancing equity, diversity, and inclusion in all aspects of our work.

We are also committed to making our recruitment process fair and accessible. Reasonable adjustments will be provided where needed, and applicants are encouraged to let us know if there is any support that would enable them to participate fully.

Together, we can help create a more inclusive, equitable, and representative future.

### **Terms Of Office**

Trustees are appointed on a voluntary basis for a 5 year term, with the option to extend this for one further 5 year term.



## Why Join Our Trustee Board?

As a small charity, SSNW greatly values the time, commitment, and expertise our Trustees contribute. By joining our Trustee Board, you will benefit from:

- A warm, inclusive, and supportive introduction to the organisation.
- The satisfaction of making a meaningful difference by helping ensure survivors across North Wales and beyond can access the support and services they need and deserve.
- The opportunity to play an important role in the next stage of growth and development for a vital, survivor-centred organisation.
- The chance to strengthen your leadership skills while gaining valuable experience in charity governance.
- The benefit of working collaboratively with others to achieve far more than could be accomplished individually.
- A rewarding opportunity to use your skills and experience within the voluntary sector.
- Reimbursement of reasonable out-of-pocket expenses.



# How To Apply

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The TrusteeWorks Team at Reach Volunteering are supporting SSNW with their Treasurer recruitment.

Applications should be made via TrusteeWorks in the first instance. To apply, please send a CV with a covering letter stating why you wish to join the organisation and how your skills and experience would add value to our Board.

Please add anything else that you think is relevant to your application. This might include personal, organisational or counselling experience; paid or unpaid work etc.

If you would like to talk to one of the TrusteeWorks team or the Chair of the Trustee Board at SSNW before you apply, please contact the TrusteeWorks team to arrange it.

Please send applications and enquiries to:

**[trusteeworks@reachskills.org.uk](mailto:trusteeworks@reachskills.org.uk)**

Applications will be accepted until 9am on Monday the 1st of June.