

Essex Wildlife Trust

Role Description

Honorary Treasurer



Overview

In addition to the general responsibilities of a Trustee, the role of the Treasurer is to maintain an overview of the Trust's financial affairs, ensure its financial viability, and ensure that proper financial records and procedures are maintained. The main point of contact for the Treasurer in the staff team is the Director of Finance & Systems, with whom the Treasurer works closely, particularly on the Trust's Finance & Audit (F&A) Committee.

This role description is based on standard Treasurer roles produced by the Association of Chief Executives of Voluntary Organisations (ACEVO), the National Council for Voluntary Organisations (NCVO), and other Wildlife Trusts. It should be read alongside the Terms of Reference for Board and the F&A Committee, along with the general role profile for Trustees.

Main tasks

- Provide assurance to Board that the financial resources of the organisation meet its present and future needs and keep Board informed about its financial duties and responsibilities
- Liaise with the Director of Finance & Systems to monitor and advise on the financial viability of the Trust and the financial implications of the Trust's Strategic Plan and annual Business Plan
- Monitor the financial matters of the organisation and report to Board on the financial health of the Trust
- Ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with good governance, as well as any legal and regulatory requirements
- Guide the development of any high-level financial, reserves, and investment policies, and ensure that policies and financial controls are in place
- Review the Trustees' Annual Report and Financial Statements as drafted by the Director of Finance & Systems and Chief Executive Officer
- Give a formal presentation of the accounts at the Annual General Meeting (AGM), drawing attention to important points in a coherent and easily understandable way
- Act as counter-signatory on banking and investment documents, applications for funds, major contracts and land tenure

Finance & Audit Committee

- Chair the Finance & Audit Committee, liaising closely with the Director of Finance & Systems to agree agendas
- Ensure the regular review of the Terms of Reference of the Finance & Audit Committee
- Oversee the Trust's relationship with its auditors, chairing an annual meeting between the auditors and the Committee, reporting back to Board, and, in collaboration with the Director of Finance & Systems, appoint auditors
- Ensure that the charity has an appropriate investment policy and oversee its regular review, ensuring there is no conflict between investments held and the aims and objects of the charity
- Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and Companies House
- Ensure that the charity has an appropriate reserves policy

Person specification

In addition to the person specification for a Trustee, the Treasurer should have the following qualities:

- High-level leadership skills
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Financial qualification and experience with a focus on the big picture
- Experience of charity finance, including fundraising regulation, pension schemes, investments, legacies, VAT, and subsidiary companies
- The skills to analyse proposals and examine their financial consequences
- The ability to make recommendations to Trustees on long term financial strategy
- A willingness to be available to staff for advice

Time commitment

On an annual cycle, the Treasurer will need to prepare for and attend 5 x Finance & Audit Committees, 5 x Board meetings, the Trust's AGM, and any other staff/trustee meetings, as well as liaise regularly with the Director of Finance & Systems and the CEO and attend relevant meetings with Investment Managers and Auditors. This is likely to amount to the equivalent of 2 days per month across the year.