



TREASURER – ROLE DESCRIPTION

Date:	November 24
Job Title:	Treasurer, More Trees
Purpose:	To oversee the financial affairs of the charity, strengthen governance and monitor and report on its financial health.
Responsible to:	Chair and Trustees
Term:	Trustees are appointed for a [x] year term of office, renewal for [x] further terms to a maximum of [x] years. This is a voluntary position, but reasonable expenses will be reimbursed.
Time commitment:	Attend and prepare for regular committee meetings (c. 2 hours) Monthly scheduled meeting with senior employee (Development Manager/Director) (one hour plus preparation) Weekly review of emails and actions (c. 30 minutes)

Background

More Trees started planting trees in 2008 and since then have planted over 16,000 trees in and around Bath. In 2021, we took on our first employee and have been focussing since then on growing our own trees with local provenance. In 2022 we took the bold step to become a registered charity (CIO). Today we have a growing community of volunteers, three employees and a board of Trustees. We are now at an exciting stage of our journey as we accept larger funding and look to grow and increase our work and team and the Treasurer's role is key in this.

The Treasurer will be a strategic thinker with a strong background in accounting and finance and bring financial stability and help ensure our financial plan supports our ambitions.

As well as fulfilling the duties of a Trustee, the Treasurer will work closely with the Management Committee and maintain an overview of More Trees' financial affairs. The Treasurer will strengthen our governance by ensuring that effective and appropriate financial measures, controls and procedures are put in place and report to the Management Committee at regular intervals about the financial health of the charity.

Key Tasks

- Oversee the financial affairs of the charity and ensure they are legal, constitutional and within accepted accounting practice.
- Work with staff and committee members on all matters relating to finance including ensuring they are aware of their financial obligations and take a lead in interpreting financial data and developing financial understanding.
- Oversee the presentation of budgets, internal management accounts and annual financial statements at committee meetings.
- Ensure that proper records are kept, and that appropriate financial procedures and controls are in place and adhered to.
- Ensure that robust and comprehensive financial policies are in place and being implemented and support the development of policies covering financial reserves and cost management.
- Monitor and advise on the financial health, implications and viability of the charity appraising plans and proposals including overseeing the charity's financial risk-management process.
- Oversee the development and implementation of systems for appraising, mitigating and reporting risk.
- Lead on appointing and liaising with external auditors/an independent examiner as required by the Charity Commission.
- Ensure that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission.

Requirements

- A business professional with financial management expertise. A knowledge of charity finance and governance is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- A strategic thinker with good financial analysis skills and an ability to balance risk and opportunity.
- 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.

Expectations

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees (see separate role description).



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.

Personal Qualities

- A confident and dynamic individual who embraces a challenge.
- A willingness to bring energy, enthusiasm and commitment to the role including understanding and accepting the role responsibilities.
- An ability to think creatively and strategically, to exercise good, independent judgement and to work effectively as a board member and in the best interests of the charity.
- A passion for and an understanding of our vision and mission.
- A willingness to lead according to our values.
- Effective communication skills and willingness to participate actively in discussion.
- Be approachable, flexible and able to work as part of a team.
- A lover of trees!