

Wildlife and Countryside Link Treasurer Job Description

Introduction

Link's Treasurer, David Lind, will be stepping down from his role at the end of 2019, after 10 years of successfully guiding the management of Link's finances. As this is such an important role on the Board, Link is now actively seeking his successor.

Overall Purpose

The Treasurer will:

- Oversee the financial affairs of Link and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure that proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation at each Trustee meeting.
- Oversee the production of all necessary financial reports/returns, accounts and audits/financial reviews.

Main Responsibilities

- Liaise with relevant staff and trustees to ensure the financial viability of the organisation.
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Ensure that Link's financial resources are only used in pursuance of Link's charitable objectives and are in line with all legal and regulatory requirements.
- Regularly report the financial position at trustee meetings (Balance Sheet, Income & Expenditure and cash flow).
- Chair Link's Finance & Resources Sub-Committee (FRSC).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash/ float
 - Salary payments
 - Pensions
 - PAYE and NI payments
- Lead on appointing and liaising with the independent examiner.
- Contribute to the board of Trustees role in giving strategic direction, setting policy and targets and monitoring performance.

Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly.

For further information and an informal discussion, please contact David Lind, Link Treasurer: david.lind@rspca.org.uk or 0300 1230356.