

## **NORFOLK WILDLIFE TRUST (NWT)**

### **ROLE OF HONORARY TREASURER**

#### **INTRODUCTION**

The position of Honorary Treasurer is voluntary and unpaid. Once appointed by the Board, the Treasurer is an ex-officio trustee and a director. The normal term is for five years with a twelve-month probationary period. The Treasurer may resign at any time giving three-months notice.

NWT has a finance team based at Bewick House in Norwich, comprising the Head of Finance and Support Services, who is accountable to the CEO, and a further two full time staff Finance Officer and Finance Assistant. The Trust has a turnover of £6 million and employs 66 FTE staff and NWS & NWE (trading subsidiaries) employ 28 FTE staff.

It should be noted that whilst all Council members have responsibilities for the financial management of the organisation and all bear joint responsibility for financial decision-making, the role of the Treasurer has specific duties. However, these specific duties do not mean that the Treasurer is more responsible than the other trustees for the financial status of the organisation. The duties outlined below represent the specific requirements expected of the Treasurer.

#### **SKILLS**

A qualified accountant or recent relevant business experience; previous experience of being a treasurer and/or involvement with a medium sized charity is highly desirable as are good communication skills. Ideally, the Treasurer will have an up to date knowledge of the latest regulations and legal requirements. They will enjoy working as part of a team.

#### **TIME REQUIREMENT**

The Treasurer will liaise with the NWT Head of Finance and Support Services on a regular basis, and the NWT CEO as necessary.

They will attend Finance, Audit & Risk Group meetings three times a year and the full Council meetings, currently five to six times a year. These are usually held at Bewick House, 22 Thorpe Road, Norwich.

Whilst not essential, it would be beneficial for the Treasurer to be a director of the Trust's two trading subsidiaries – Norfolk Wildlife Services Ltd (board meetings four times a year) and Norfolk Wildlife Enterprises Ltd (board meeting once a year) in order to be able to oversee their finances.

#### **MAIN DUTIES**

- To maintain oversight of NWT's financial strategy and finances in collaboration with the Head of Finance and Support Services thus ensuring that trustees receive regular up to date and accurate financial information
- To ensure that NWT has enough funding to carry out its business, is financially viable, and remains solvent.

- To ensure that sound financial advice is provided to trustees particularly in relation to long term planning, strategy and the production of business plans
- To act as a signatory for the Trust in relation to its bank and deposit accounts
- To liaise regularly with the Head of Finance and Support Services, to maintain up to date knowledge on the organisation's financial position and discuss issues of concern with trustees
- To ensure that there are robust and effective financial controls and procedures in place and that these are regularly reviewed with a view to minimising risk
- To ensure that any investments made are sound and in line with NWT's charitable status and policies, and that all assets are managed in the best interests of the organisation and its beneficiaries
- To ensure accounts are prepared in line with accounting procedures relevant to registered charities and that returns are submitted to the Charity Commission and Companies House as required
- To liaise with the external auditors and ensure their recommendations are acted upon
- To represent the Trust where necessary
- To present the audited accounts at the organisation's Annual General Meeting and draw attention to any salient points
- To keep up to date with changes in legislation which affect the organisation financially e.g. accounting standards
- To maintain oversight of NWT's trading subsidiaries' finances including ensuring budgets are agreed, accounts are properly kept and audited and that the boards receive regular up to date and accurate financial information

## **HOW TO EXPRESS YOUR INTEREST**

Please do send in a copy of your CV detailing education, employment history and relevant experience. You should also send a statement outlining why you are interested and what particular skills and attributes you have that will enable you to fulfil the requirements of the role.

Please mark your e-mail or letter as "Private and Confidential Honorary Treasurer Expression of Interest" and e-mail it to [recruitment@norfolkwildlifetrust.org.uk](mailto:recruitment@norfolkwildlifetrust.org.uk) or send it to Recruitment at Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.

We would be grateful for expressions of interest received by 5pm on Friday 8 February.

The appointed Honorary Treasurer will be expected to meet the Charity Commission's rules on qualifying as a charity trustee, and agree to the Trust carrying out the relevant checks.

Thank you for your interest in this role and the work of the Trust.

January 2019