**TREASURER ROLE DESCRIPTION**

**River Waveney Trust – Trustee Treasurer**

**Responsible for:**

The Board of Trustees are jointly responsible for the overall governance and strategic direction of the River Waveney Trust Charity (RWT), ensuring it is solvent, well-run and delivers the outcomes for which it was established.

The Treasurer takes the lead in overseeing the financial affairs of the Trust, ensuring its financial viability and that proper financial records and procedures are maintained.

**Supporting principles**

* All prospective trustees must be willing to accept the legal duties, responsibilities and liabilities of a director and a trustee as set out by the Charity Commission.
* Trustees have and must accept ultimate responsibility for directing RWT’s affairs.
* Trustees should focus on RWT’s strategic direction and avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.
* All Trustees are also asked to embrace Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**Background**

The River Waveney Trust is part of a growing partnership of Rivers Trusts across the UK. Formed in 2012, it now comprises a rapidly growing, passionate team of staff and volunteers, focusing on river and water-based community and environmental projects. RWT works on varied projects including flooding, pollution, wildlife habitat, access, health and wellbeing. Our vision is to ensure that the waters, habitats and catchment of the River Waveney are healthy for wildlife and people.

**Role summary**

The key activities of the treasurer’s role are to oversee the Trust’s financial affairs, ensuring financial viability and that proper financial records and procedures are maintained. The treasurer assists other trustees to perform their financial duties, by explaining accounting requirements and providing financial reports in an easy to understand format.

The Trust meets 6 x year, with other sub-committee meetings required according to skills and experience.

The Trust is in a period of growth and development, so the treasurer must be able to facilitate this continued success through their skills and experience but also through having a flexible and ambitious mindset.

**MAIN RESPONSIBILITIES**

Although the treasurer takes the lead on the following, the ultimate responsibility for all financial affairs falls to all trustees. The ‘Finance & General Sub-Committee’ ensures that these responsibilities are shared and do not only fall to the treasurer.

As well as the responsibilities expected of all trustees, detailed in the generic trustee role description, the following is expected of the Treasurer:

* To ensure that the financial resources of the charity meet its present and future needs and obligations.
* To ensure that the Trust has and follows an appropriate policy on financial reserves.
* To ensure that appropriate accounting procedures and controls are in place.
* To advise on the financial implications of the organisation’s long-term strategy.
* To ensure that any investments are made prudently.
* To ensure that there is no conflict between any investment held and the aims and objects of the Trust.
* To ensure that all legal restrictions on investments and fundraising are complied with.
* To ensure that the accounts are audited in the manner required by law and that any recommendations of the auditor are implemented.
* To ensure that the accounts are prepared and disclosed in the form required by law and by the Charity Commission and Companies House
* To ensure procedures are in place to reduce the risk of fraud.

**Duties include**

* Preparing and presenting accounts and financial statements.
* Advising on the financial implications of short and long-term strategic plans and ensuring budgets are aligned.
* Keeping the board informed of its financial duties and responsibilities.
* Preparing and presenting financial reports to trustees at board meetings.
* Attending the majority of board meetings, scrutinising papers, challenging and discussing content, contributing to board discussions, focus on key issues and accept board decisions.
* Participating in one or more board sub groups as required.
* Abiding by the Trusts policies and procedures.
* Advising on the Trusts financial risk management.
* Acting as a signatory for the Trust when required.
* To maintain absolute confidentiality about all sensitive/confidential information received in the course of the treasurer’s responsibilities to the Trust.

**PERSON SPECIFICATION**

**Essential criteria**

* Qualified and experienced accountant with business planning skills.
* Knowledge of the Charity’s Statement of Recommended Practice (SORP).
* A commitment to the RWT’s vision, values and mission.
* Willingness to commit the time required
* Willingness to give financial advice as required to staff and volunteers.
* Ability to work as part of a team.
* Ability to operate at a strategic level.
* Knowledge and understanding of the charity sector.

**Desirable criteria**

* Experience of governance.
* Previous trustee or non-executive director experience.
* A passion or interest in the conservation and improvement of the River Waveney.
* A commitment to the RWT’s vision, values and mission.

**GENERAL INFORMATION**

**Salary:** None.

**Hours needed:** Attendance at 6 x evening board meetings annually, and time outside these to attend sub-committee meetings, read papers and communicate via email/WhatsApp.

**Location and travel:** We would prefer the treasurer to be based in the Waveney Catchment, although this is not essential. A vehicle and driving licence will be required to reach meeting locations which may be inaccessible by public transport.

 **APPLICATION PROCESS**

Please email the following to info@riverwaveneytrust.org

* A CV
* A covering letter focusing on how your relevant knowledge, experience and skills and how they align to the position.

Selection will be based on the above criteria, but the board will also consider achieving a board rich in diversity and with a balance of skills and experience. The skills needed will vary according to the needs of the board, as identified by a trustee’s skills audit.

There is no deadline for application and interviews will be organised on an ongoing basis.

If you would like to discuss the role further, please contact us on the above email address and we will be happy to arrange a phone conversation.