

## Role Description & Person Specification

### Trustee: Treasurer

#### Background

Climate Outreach is a growing organisation successfully focused on widening engagement with one of the world's most pressing issues. We have expanded our work, reach and team significantly over the past three years and are now looking for a Non-Executive Treasurer to provide a guiding perspective to our ambitious expansion strategy.

You will be joining our established skillful and inspiring voluntary Board of Trustees and replacing our current Treasurer who has come to the end of his term of office. The role is to provide oversight as bookkeeping, management accounts and annual accounts are taken care of by staff and an external accountant.

#### Treasurer Role Description

The overall role is to maintain an overview of the organisation's affairs, ensuring its financial viability and that proper financial records and procedures are maintained. The responsibilities of the Treasurer include:

##### **Monitoring and handling the accounts:**

- Ensuring that financial reports are prepared and presented to the board
- Liaising with the Director and relevant staff about financial matters

- Keeping the board informed about its financial duties and responsibilities and drawing attention to important points in a coherent and easily understandable way
- Ensuring that the accounts are audited and prepared in accordance with relevant regulations and company law, any auditors' recommendations are implemented, the accounts are included in the annual report and are submitted to the relevant statutory bodies, e.g. the Charity Commission

#### **Financial planning:**

- Being assured that the financial resources meet the organisation's present and future needs
- Contributing to the fundraising strategy of the organisation
- Ensuring that the organisation's strategic plan takes financial implications into consideration

#### **Managing the financial resources:**

- Ensuring that the organisation has an appropriate reserves policy
- Ensuring that the organisation has an appropriate investment policy (e.g. that its financial reserves are secure and earning reasonable interest)
- Ensuring that there is no conflict between any investments held and the aims and objects of the organisation

### **The general duties of a trustee are:**

- To ensure that the organisation operates within the law – including the requirements of charity law and company law, and legislation on issues such as employment and health and safety.
- To ensure that the organisation follows the objectives set out in its constitution/governing document.
- To ensure that the organisation uses its resources only to follow these objectives.

- To make an active contribution to the board in its work on setting the organisation's direction, policies and targets, and evaluating its performance.
  - To safeguard the reputation of the organisation in the eyes of the public and its users/clients.
  - To ensure the organisation is run effectively and efficiently.
  - To work for the organisation's financial security.
  - To provide good management for the organisation's property and its funds.
  - To appoint and support the CEO and monitor her or his performance.
  - To read board papers, lead discussions, raise relevant issues, and provide information, advice and guidance requested by the board on issues on which the trustee has particular knowledge or experience or ability.
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- To attend quarterly board meetings which are held in London or Oxford alternatively, with the possibility of remotely accessing two of these a year.
  - To use any specific knowledge or experience you have to help the board of trustees reach sound decisions.
  - To fulfill the three year term of a trustee which can be renewed if approved by the board

## Person specification

In addition to the qualities needed by all trustees, the Treasurer should (as far as possible) also possess the following:

- Financial experience and knowledge of business planning
- Experience of the running and management of small to medium size charities, including having been a trustee, or having reported to a board of trustees
- A commitment to addressing climate change
- An accounting qualification, or significant experience of financial management

- Knowledge of charity regulation and law
- Skills to analyse proposals and their financial consequences
- A readiness to make unpopular recommendations to the board
- Availability to provide information to staff on an ad hoc basis
- An ability to present financial information in a user-friendly way
- A willingness to learn appropriate new skills if required
- A commitment to attend all board meetings and occasionally any specific finance meetings with Climate Outreach staff