

CPRE London: Honorary Treasurer Role Description

At CPRE London we are passionate about promoting the importance and benefits of developing a greener London with links to the surrounding countryside. The Trustee acting as Honorary Treasurer will have appropriate experience in financial management and will share an enthusiasm for the green spaces in London, to enable them to join the Trustee Board as Honorary Treasurer and help us maintain and develop a sustainable organisation.

Key Areas of Responsibility

- Ensure our financial affairs are conducted within legal requirements, accounting regulations and good practice.
- Working with the charity's Administrator and book-keeping volunteers to ensure accurate records of income and expenditure in line with good governance and legal and charity regulations
- Advising the Trustee Board in setting an annual budget, monitoring income and expenditure, and providing associated updates at Trustee Board Meetings
- Being the lead contact for the Bank, and a signatory for cheque payments and processing the reimbursement of invoices and expenses
- Preparing financial reports and submitting annual accounts for independent examination/audit
- Submitting annual accounts to the Charity Commission, in liaison with the Honorary Secretary
- Assisting with funding applications and ensuring external funding is properly accounted for
- Safeguarding the good name and values of our charity
- Engaging with the other trustees on the board and charity staff in helping set the strategic direction of the charity and its continued success
- Oversee the financial sustainability and development of our charity.

Skills / Experience

- Experience of setting and managing budgets
- Ability to keep accurate records and confidence in handling finances
- Ability to provide financial updates and reports
- Comfort with basic finance software packages (QuickBooks Online & Microsoft Excel)
- Ability to network and build effective relationships with other Board Trustees and the Charity's operational team
- Previous NGO experience preferred
- Chartered or Certified Accountant preferred but not essential
- An interest in the countryside and environmental issues

Time Commitment

The Trustee Board meets 4 times a year at our London office in Farringdon with meetings starting at 18.00 and generally finishing by 20.00. In addition, there is an additional one-day off-site strategy meeting in the Greater London area and an AGM which Trustees are encouraged to attend.

In addition to the quarterly Board meeting commitments the current Honorary Treasurer works c8-10 hours a month with other trustees and staff in support of CPRE London and its key objectives, either at the office or remotely.



The countryside charity
London

Trustee Role Description

Volunteer Role **Trustee**

Volunteer Manager **Chair**

Where you will be based **Community**

By volunteering with us you'll be helping to find positive solutions for the issues facing the countryside and the environment. By applying your skills and experience you can make a real difference and be a central part of a friendly and passionate charity.

As a trustee you'll contribute towards decisions to develop our charity in line with our strategy and policy. You'll also ensure our compliance with governance regulations.

We're ideally looking for volunteers with some previous organisational management experience and a passion for environmental and countryside issues.

What you will be doing

- Developing and implementing our strategic plan to help us to deliver our mission
- Supporting the effective and efficient administration of our charity
- Contributing investment decisions to ensure the financial sustainability of our charity
- Supporting the recruitment of volunteers, staff and contractors
- Ensuring we work within charity law and regulations
- Being a positive advocate for CPRE and encouraging others to support our work
- Safeguarding the good name and values of our charity
- We ask that all trustees are, or are willing to become, members of CPRE

The skills you need

- A commitment to CPRE policies, campaigns and initiatives
- An understanding of, or interest in, the charity sector
- Some experience of working in a strategic way - paid or voluntary
- Independent judgement and a creative approach to problem solving
- An understanding of the legal duties and responsibilities of a trustee, or a willingness to learn
- Good written and verbal communication skills
- Have access to a computer and the internet at home and be comfortable using them
- Be able to commit to volunteering regularly to suit your availability including attendance at meetings

What's in it for you

- Use your skills and experience to contribute to the success of our charity and make a positive difference to the countryside
- Meet like-minded people and enjoy being part of a team
- Enhance your CV by developing new skills and gaining valuable experience
- We'll support you to develop in your volunteering role and provide you with relevant training
- We'll give you a reference for your future work or volunteering
- Get involved with social events and workshops on a local and national level, including the annual CPRE conference
- The opportunity to attend a volunteer induction day at CPRE's national office in London or a regional centre
- We provide out-of-pocket travel expenses