



STORIES TO CHANGE THE WORLD

Rewriting Earth - Trustee of the Board, Treasurer

Thank you for expressing an interest in applying for the role of Treasurer with Rewriting Earth

We are a young charity that seeks to bring amazing people together to make stories to change the world. Rewriting Earth exists to shift public narratives and galvanise positive action on catastrophic species loss and the climate crisis. Our primary focus is on reaching those people who are less informed and indifferent to what is happening to all life on our planet and who are currently less committed to taking personal action.

We work in collaboration with others – influencers, celebrities, notables, creatives, content specialists, experts, campaigners and people with lived experience of the planetary crisis. We seek to cut through and reach relevant audiences on the most critical issues of biodiversity loss and climate change.

You will find the following information in this Application Pack:

- Role description

For further information about Rewriting Earth, please visit our [webpage](#). If you decide to proceed with your application we look forward to hearing from you.

Yours,

Sarah Greenfield Clark
Chair

Rewriting Earth

Treasurer Role Description

What will you be doing?

As a newly established charity we are currently working on an ambitious period of expansion and we are looking for new Trustees with time, relevant experience, drive and enthusiasm to help guide this process through their skills and knowledge as a Treasurer.

You will:

- Oversee the financial affairs of the organisation to ensure they are legal, constitutional and within accepted accounting practice.
- Ensure that proper records are kept, that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation to our Board.
- Oversee the production of necessary financial reports/returns, accounts and audits.

The specific responsibilities of the role will include:

- Liaise with relevant staff, other Trustees and/or volunteers 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.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance, etc).
- 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, salary and pension payments, PAYE and NI payments, etc.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

The Board of Trustees usually meets 4 times per year either virtually via video conferencing or face-to-face, with optional sub-committee meetings across the year.

What are we looking for?

- Appropriate professional financial qualification
- Knowledge and experience of current finance practice relevant to voluntary and community organisations
- Knowledge of bookkeeping and financial management
- Good financial analysis skills
- Ability to communicate clearly in order to provide clarity to the Board about financial matters.
- Able to play a wider strategic role within the Board of Trustees
- Able to work supportively with other Trustees and Rewriting Earth staff
- Passionate about Rewriting Earth's mission

What difference will you make?

As our Treasurer you will be a vital part of our Trustees dedicated to ensuring good financial governance underpins all that we do. You will help us to achieve our mission - bringing amazing people together to make stories to change the world.

Time commitment

We expect that this role will take approximately 1 day per month (both attending board meetings and working with the staff team to improve and ensure smooth operation of financial systems).

Interview Process

Once received your application will be reviewed by members of the Board of Trustees before being invited to a 45 min interview.

This will be an opportunity for the Rewriting Earth Trustees to understand your strengths and any prior Board experience but also will act as an opportunity for you to gain

more insights into the existing Rewriting Earth Board of Trustees and our current focus to ensure that you have the opportunity to understand if this opportunity is right for you too.