

Friends of the Dales

Role of Treasurer

Friends of the Dales¹ is a membership-based registered charity founded in 1981 which works to protect and enhance the Yorkshire Dales and encourage everyone from all backgrounds to value and enjoy this special area. We are a campaigning organisation and work on a wide range of environmental and social issues that affect the biodiversity and landscape of the Dales, and the well-being of local communities. The organisation employs 3 part-time staff, with offices in Gargrave.

The Treasurer is a volunteer Trustee / Director of the organisation elected for 3 years, with an option to stand for re-election for a further three years. The role will become vacant in 2025 when the term of office of the current incumbent expires.

Responsibilities

The Treasurer is a key member of the organisation, working closely with the Chair and the Executive Director. The role is responsible for ensuring that the Board carries out its financial and governance obligations and that the Charity complies with the requirements of Company and Charity law. Specific responsibilities include:

1 Financial management

- Advising the Board on financial issues and on all aspects of expenditure and income generation
- Production of periodic financial reports (income and expenditure statements) for Trustees (financial records are maintained by office staff)
- Cash flow management and reporting
- Oversight of the production of the Annual Report and Accounts (statutory accounts are prepared by external auditors)
- Management and optimisation of deposit accounts in line with the organisation's ethical standards
- Reviewing and making recommendations on financial controls

2 Corporate Governance

- Advising the Board on good corporate governance and compliance with Charity Commission requirements (supported by the Executive Director)
- Chair of the Finance & Governance (F&G) Committee
- Maintenance of the organisation's Risk Register
- Working with the Chair, advising on Board composition and Trustee development
- Working closely with the Chair and Executive Director on the development of corporate strategy

¹ Friends of the Dales is the trading name of The Yorkshire Dales Society, a Company Limited by Guarantee, Registered No 1822908, and a Registered Charity No 515384. The Charity is registered with the Fundraising Regulator

3 Internal management

- Line management of the Executive Director
- Oversight of HR issues (supported by pro bono professional advice from a third party). Note: payroll and tax are administered by a third party
- Advising the Board on insurance issues

Scope of the role

The turnover of the organisation in 2023/24 was £74k although this can vary significantly from year to year depending on legacy income. Membership accounts for c 50% of income. There is currently a planned annual operating deficit of c£55k funded from reserves which, at the end of 2023/24 were £332k, of which £310k were unrestricted. A review of the organisation's Business Model is currently being undertaken; the Treasurer will be expected to contribute to this.

Both the Board and the F&G Committee meet quarterly. Meetings normally take place in Gargrave on weekdays during normal working hours although these timings may be reviewed in the future.

Further ad hoc meetings with staff and Trustees take place on an as needed basis. Regular use is made of video calls.

Skills and Experience

The Board is keen to broaden the diversity of Trustees; whilst welcoming expressions of interest from people of any background, applications from minority ethnic groups and from younger people are especially encouraged. The role could provide a development opportunity for an individual looking to acquire / develop experience of the charitable sector.

The role requires some level of numeracy and basic spreadsheeting skills. A formal accountancy background is not required. A knowledge and awareness of company reporting and Charity Commission requirements would be helpful. The role would suit someone with some experience of general management in a not for profit environment or a commercial organisation

An interest in landscape and biodiversity management in protected areas would be advantageous.

Note: Consideration may be given to splitting the role between the financial and the corporate governance / internal management components should this better suit the skills of individual applicants

Please contact Ann Shadrake, Executive Director, for further information:
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