



## Treasurer Trustee at Paradise Cooperative

### Job Specification

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**Paradise Cooperative exists to enrich the lives of local people. Together we learn through nature and work with the land.**

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We are looking to appoint an additional trustee to the charity's board to lead on financial matters. The role is unpaid and voluntary with expected effort commitment of 2 hours per week. Find out more about being a trustee at Paradise Cooperative in our [Trustee Recruitment Pack](#).

#### What we are looking for

- a finance professional ideally with a qualification in accounting, audit or finance. A knowledge of charity finance is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial experience and an understanding of small and medium enterprises (SMEs)
- a strategic thinker with an ability to balance risk and opportunity
- clear communicator with the ability to bring the financial information alive to non-finance specialists
- willing to play an active role in areas such as forecasting, setting budgets, liaising with auditor

#### Responsibilities specific to the finance trustee role

- making sure the charity keeps proper accounts
- reviewing the charity's financial performance
- overseeing the financial performance and budgets being presented to the board
- drawing up or reviewing policies for finance and investment
- ensuring that the charity has robust and effective financial controls in place
- liaising with the charity's independent examiner

Additionally, the treasurer will work closely with the director of operations to ensure the day-to-day finances are being run effectively, which includes:

- employee and contractor salaries are paid in a timely manner, including obligations to HMRC and pension providers
- invoices are being raised and paid for services offered by the charity
- annual submission of report and accounts to the Charity Commission
- expenditure of operational team is within agreed limits
- strengthening of financial processes to ensure effective oversight and governance by the trustee board

## **Wider responsibilities of the role shared with the other trustees on the board**

- support and provide advice on Paradise Cooperative's purpose, vision, goals and activities
- approve operational strategies and policies and monitor and evaluate their implementation
- oversee Paradise Cooperative's financial plans and budgets and monitor and evaluate progress
- ensure the effective and efficient administration of the organisation
- ensure that key risks are being identified, monitored and controlled effectively
- review and approve Paradise Cooperative's financial statements
- provide support and challenge to Paradise Cooperative's CEO in the exercise of their delegated authority and affairs
- keep abreast of changes in Paradise Cooperative's operating environment
- contribute to regular reviews of Paradise Cooperative's own governance
- attend Board meetings, adequately prepared to contribute to discussions
- use independent judgment, acting legally and in good faith to promote and protect Paradise Cooperative's interests, to the exclusion of their own personal and/or any third party interests
- contribute to the broader promotion of Paradise Cooperative's objects, aims and reputation by applying your skills, expertise, knowledge and contacts

As a small charity, there will be times when trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

## **Attributes and qualities**

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

- willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation
- ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- effective communication skills and willingness to participate actively in discussion
- a strong personal commitment to equity, diversity and inclusion
- enthusiasm for our vision and mission
- willingness to lead according to our values

## **To apply**

Please send a brief note explaining your interest and suitability for this role with a curriculum vitae (CV) to [finance@paradisecooperative.org](mailto:finance@paradisecooperative.org) by Thursday 6<sup>th</sup> March. Interviews will take place week beginning 10<sup>th</sup> March.

Paradise Cooperative is committed to promoting an inclusive and diverse community for all team members and volunteers. Please let us know if you require any adjustments in applying for this role or require the job advert in larger font or alternative formats.

## **Safeguarding**

The Paradise Cooperative is committed to safeguarding children, young people and vulnerable adults. We have a responsibility to promote the welfare of all children, young people and vulnerable adults to keep them safe, and to practice in a way that protects them. All applicants must comply with our charity's safeguarding policy and safer recruitment procedures.

All candidates are asked to comply with our safer recruitment procedure. This includes

- Providing a completed self-disclosure form if invited to interview
- Providing proof of identity and proof of address
- Providing two references for us to contact prior to a formal offer being made, one of which must be from your current or most recent employer
- Undergo a Disclosure and Barring Service (DBS) Check at Enhanced Level