

Treasurer – Volunteer Role

MAIN PURPOSE OF ROLE

We are seeking an experienced and enthusiastic volunteer to work as a director to oversee the financial policies and procedures of our dynamic charity, as we transition to a financially independent model of operation. Ideally you will be keen to take a proactive role in working with the staff and Board to strengthen the charity's financial position.

The Nevis Landscape Partnership, in operation for 19 years, aims to enhance the environmental and cultural qualities of the Nevis area whilst providing opportunities for all to enjoy and appreciate it. We aim to do this through the delivery of The Nevis Strategy 2020-40.

The Nevis Landscape Partnership is a community organisation, and we would expect the Treasurer to be, or become, a member of our organisation.

ROLE RESPONSIBILITIES

Contribute proactively as a member of the Board of Directors to provide strategic direction, set overall strategy and policy, set targets, and evaluate performance.

Work with the Directors and staff team to:

- Regularly review financial policies and procedures
- Regularly review financial and state-aid risk registers
- Support preparation of annual budgets and recommend them to the Board
- Oversee preparation of quarterly income and expenditure forecasts
- Review the charity's management accounts and highlight any areas for consideration to the Board
- Develop key performance indicator dashboard to provide the Board clarity on the cash flow and progress against agreed strategic targets
- Oversee preparation of the annual financial statements in line with Charity Commission reporting requirements
- Chair the Finance Review sub-committee

PERSON SPECIFICATION

- A recognised professional accountancy qualification.
- Demonstrable experience in preparation of budgets, forecasts, management accounts and Charity statutory accounts, and all aspects of financial programming.
- Understanding of the Third Sector, Charity Commission legislation and charity governance.

Attributes:

- Leadership
- Integrity
- Excellent interpersonal skills
- Exceptional written and oral communication skills, including public speaking
- Good time management and personal motivation, and ability to work flexibly
- Keen interest in the Nevis Area

TIME COMMITMENT

- Attendance at 4 Board Meetings per year in Fort William (approx. 4x 1.5hours)
- Attendance at 2 Finance Review Meetings per year (in person or remotely via zoom) (approx. 2x1.5 hours)
- Attendance at 1 Strategy Day per year
- Work remotely with the staff to implement/oversee financial processes

If you are interested in this role, please send your CV and a covering letter to our Chair.

Mike Pescod, Chair

c/o Lizzie Cooper, Partnership Manager - lizzie@nevislandscape.co.uk