



Volunteer Trustee Treasurer

This is an exciting opportunity to join the Ancient Tree Forum (www.ancienttreeforum.co.uk), a very small charity currently with three part time staff whose aim is to promote the importance, care and protection of Britain's unique ancient tree heritage.

The ATF is looking for a committee member with financial experience, to oversee the organisation's financial affairs as Volunteer Trustee Treasurer reporting to the Board. The overall role of a treasurer is to maintain an overview of the organisation's financial affairs focusing on maintaining the organisations financial viability and ensuring that proper financial records and internal procedures are maintained. The ATF has recently migrated to Sage.

Formal financial qualifications and experience are desirable and it would be useful to have some experience of charity finance and fundraising. Without a base, we work remotely, using IT solutions such as Skype, Google Drive, and Dropbox so location is not so relevant. The treasurer must be able to analyse proposals and examine their financial consequences and report on these to the board. The treasurer must be willing to be available occasionally for advice and enquiries as appropriate.

Working with our part time administrative worker/bookkeeper, as well as our accountants, specific activities may include the following:

- Overseeing financial matters, and reporting to the Board on budgets, accounts and financial statements.
- Working with accountants to prepare the accounts for approval by the Board
- Helping the Board to be assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- The preparation and reporting of financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of the organisation's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring the organisation's compliance with legislation
- Ensuring equipment and assets are adequately maintained and insured, including Public Liability
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Compiling reports of the accounts for board meetings and drawing attention to important points in a coherent and easily understandable way

Please reply to admin@ancienttreeforum.co.uk