

## Opportunity Registration Form

Opportunity Information	
<b>Opportunity Title</b>	Treasurer
<b>Role Location</b>	Home-based
<b>Start Date</b>	To be agreed
<b>Role Description</b>	<p>CPRE Cambridgeshire and Peterborough: Treasurer</p> <p>CPRE (Campaign to Protect Rural England) Cambridgeshire and Peterborough is our local branch of CPRE, a national charity. It was set up over ninety years ago, to ensure the countryside is protected for all to enjoy for now and future generations. We speak up for the English countryside to protect it from the threats it faces, and to shape its future for the better.</p> <p>We campaign nationally and locally for positive solutions to safeguard the long-term future of the countryside. Nationally, we produce in-depth research and sound arguments to press the government, Parliament and other decision-makers to support the countryside – by protecting precious green belts, promoting urban renewal and restricting development on greenfield sites, and campaigning for the protection of our most important national landscapes as well as the countryside on our doorstep.</p> <p>We are looking for a Treasurer to join our executive committee. The Treasurer is responsible for the effective financial management of the branch, which is key to ensuring that the branch is able to carry out its work. This is an unpaid, voluntary role.</p> <p>Tasks:</p> <ul style="list-style-type: none"> <li>• Maintain an overview of the organisation's financial affairs</li> <li>• Ensure that proper financial records and procedures are maintained, appropriate for independent examination and meeting Charity Commission requirements (includes payroll for currently 2 employees).</li> <li>• Ensure that the organisation complies with its governing document, charity law and any other relevant legislation or regulations</li> <li>• Ensure that the charity has an appropriate reserves policy</li> <li>• Prepare a budget for approval prior to the start of each financial year, monitor and report progress to the Branch Committee of progress against the approved budget</li> <li>• Maintain bank mandates</li> </ul>

	<ul style="list-style-type: none"> <li>• Present approved accounts at Branch AGM</li> <li>• Ensure adequate and agreed insurance arrangements are made</li> <li>• Maintain Charity Commission registration, notify of any changes and submit Annual Return</li> <li>• submitting ledgers to approved firm of auditors each year to have annual balance sheet drawn up</li> <li>• Promptly process and pay invoices and expenses claims with support from branch administrator</li> <li>• Present in-year summaries of accounts to CPRE committee at branch committee meetings.</li> <li>• Maintain list of approved signatories for bank account.</li> </ul> <p>Skills needed:</p> <ul style="list-style-type: none"> <li>• Bookkeeping, accountancy or other financial management experience</li> <li>• IT skills, with the ability to access/use MS Excel an advantage, and experience of using online banking</li> <li>• The ability to present financial information in a clear and concise way</li> <li>• An interest in countryside issues is desirable but not essential</li> </ul> <p>Support and supervision: You will be supported by the branch administrator and branch Chairman. Although familiarity with Charity Commission regulations is required to fulfil the duties, consideration will be given to providing training.</p> <p>Location: The role is home-based.</p> <p>Benefits of the role:</p> <ul style="list-style-type: none"> <li>• an opportunity to use your existing skills and experience and to develop new skills</li> <li>• working with like-minded people and being part of a friendly and active team</li> <li>• opportunities to attend local and national CPRE activities, events and workshops</li> <li>• attendance at Branch meetings and contributing to the decision-making process</li> <li>• training and development opportunities, based on individual and branch needs</li> <li>• Support the protection and enhancement of the countryside and rural communities.</li> </ul> <p>All activities are voluntary, although we will pay all out-of-pocket expenses with prior agreement, in line with our Volunteer Policy.</p>
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<b>Practical Considerations</b>	
<b>Equal Opportunities Policy</b>	

<b>Support On Offer</b>	Support from Chair, branch administrator
<b>Training On Offer</b>	Induction and other training available as needed
<b>Availability / Duration</b>	Min. 2 years
<b>DBS Check Required</b>	No
<b>Other Considerations</b>	

<b>Application Information</b>	
<b>Organisation Name</b>	<b>CPRE Cambridgeshire and Peterborough</b>
<b>Email Address</b>	office@cprecams.org.uk
<b>Telephone Number</b>	
<b>Website Address</b>	www.cprecams.org.uk
<b>Point Of Contact</b>	Jo McGowan, branch administrator