



Treasurer Volunteer Trustee Role Description

Description of Activity:

The Lincolnshire Chalk Streams Trust (LCST) is a newly established Charitable Incorporated Organisation. We are a charity with a Board of Trustees working to;

1. To promote for the benefit of the public the recovery, conservation, protection and improvement of the physical and natural environment by promoting the biological diversity of the chalk streams, blow wells and related features in Lincolnshire focussed around the Lincolnshire Wolds, North Lincolnshire and North East Lincolnshire; and
2. To advance the education of the public in the recovery, conservation, protection and improvement of the physical and natural environment of chalk streams, blow wells and related features

We are looking to expand our current Board of Trustees' knowledge and skill set and in particular we need someone with experience of charity finances that could fulfil the role of Treasurer for the Trust.

Location:

The Lincolnshire Chalk Streams Trust head office is based in the attractive market town of Louth kindly hosted by the Lincolnshire Wolds Countryside Service office who manage the Lincolnshire Wolds Area of Outstanding Natural Beauty.

Our work complements that of the Lincolnshire Chalk Streams Project.

Responsible Officer / Supervisor / Contact:

Lincolnshire Chalk Streams Trust Trustees
Navigation Warehouse
Riverhead Road
Louth
LN11 0DA

info@lincolnshirechalkstreamstrust.org.uk

Timescale:

The Lincolnshire Chalk Streams Trust will hold its Annual General Meeting in April/May 2022 (date TBC) and we would be looking to appoint new Trustees at this meeting together with the roles of Chairman, Treasurer and Secretary.

Main tasks and responsibilities:

Key responsibilities:

- oversee all financial aspects of the charity, on behalf of the Board of Trustees, to ensure its short and long-term viability
- assist the other Trustees in ensuring that the Board fulfils its duties and responsibilities for the proper financial governance of the charity.

Duties and tasks to fulfil the key responsibilities:

- ensure that the charity operates within the financial guidelines set out in current legislation, by the charity commission, in the charity's constitution and by the Board
- ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- identify and bring to the attention of the Board, any financial risks facing the charity
- ensure that the charity's financial resources are sufficient to meet the charity's current and future needs, and to advise the board on the board's reserves policy, and to ensure that this policy is reviewed and monitored regularly
- scrutinise the proposed annual budget, and advise and guide the board accordingly
- scrutinise management accounts, performance against budget etc, and to advise the board accordingly
- scrutinise and evaluate regularly the charity's cash flow position, and to inform the board of any concerns
- ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given
- ensure that all income due to the charity is received and that all tax benefits are obtained and all rating relief due is claimed
- review longer term forecasts of capital resources and of income and expenditure, and to review and monitor financial trends within the charity and the sector within which the charity operates
- formally present the accounts to the annual general meeting drawing to members' attention all relevant matters, and to respond to questions from the floor
- ensure annual reports and returns are prepared in a timely manner and that appropriate independent examinations are obtained in line with charity commission guidance relating to the income of the charity

To assist the other Trustees:

- ensuring that the Board of Trustees fulfils its duties and responsibilities for the proper financial governance of the charity
- ensuring that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the Board
- ensuring that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit
- keeping the Board informed of its financial duties and responsibilities
- advising the Board on the financial implications and operational risks arising from Board decisions, especially the Board's strategic and policy decisions
- advising the Board on its financial strategy and to review and monitor the financial strategy on behalf of the Board
- advising on the level, quantity and frequency of financial information and reporting required by the board to allow the Board to fulfil its legal and statutory responsibilities
- working with the Board of Trustees and appropriate external advisors to ensure that financial information is both accurate and presented in such a way that facilitates good financial governance
- ensuring that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's good name and reputation etc. are properly valued, utilised and safeguarded

Skills and experience required:

Essential:

- financial management, income generation and enterprise

Desirable:

- Previous experience of working with a Board of Trustees
- Previous experience of working with collaborative partnerships