**Isles of Scilly Wildlife Trust - Treasurer Role Description**

**Introduction:**

This is an exciting time for the Isles of Scilly Wildlife Trust. As a small but ambitious organisation, we are looking for a new Treasurer and Trustee to help us to achieve our ambitions. This role has come about as the existing post holder is retiring from the Trustee board at the AGM in autumn 2024.

With around 15 staff, and a landholding of 700ha, we are involved in a wide range of exciting work, including a delivery partner responsibility for the Isles of Scilly National Landscape partnership, a Defra Landscape Recovery project and a Seabird Strategy. Our turnover is fast approaching £500k and given the range of opportunities in front of us, we expect this to increase further.

At present the Trust uses QuickBooks for the recording of its financial activities, supported by a local book-keeper, with Crane & Johnston being appointed for the purposes of preparation of statutory accounts and independent examination.

**Overall Purpose:**

To maintain an overview of the organisation’s financial affairs, ensuring its short- and long-term financial viability so that it can carry out its charitable objectives.

To ensure that proper financial records and procedures are maintained and accurate financial information is supplied to the Board of Trustees to assist them in fulfilling their duties, ensuring that the Trust operates within appropriate legislation binding its financial activities, and its own appropriate internal systems.

**Key Duties:**

1. To advise IoSWT Trustees and CEO on the financial implications of the organisation’s activities, and its present and future financial needs.
2. To provide financial oversight and advice to the Board of Trustees in relation to annual budgets and strategic projections.
3. To oversee the preparation and presentation of regular management accounts and financial reports to Trustees, ensuring this information is provided in a way to enable Trustees to make informed collective decisions regarding financial governance.
4. To ensure that the annual Trustees’ Report & Accounts give a true and fair view record of the IoSWT financial position, and to present these to the AGM, responding to any related questions from members.
5. To ensure that procedures and policies are in place to maintain IoSWT’s financial stability in line with best practice for the management of the charity.
6. Overseeing the charity’s financial risk‐management process.
7. Overseeing review and application of the Trust’s financial reserves policy and investment policy.
8. To attend the Trust’s finance committee, which is chaired by another Trustee to facilitate strong financial governance arrangements.
9. To provide support to the CEO and staff team in relation to financial process, systems and operations.

**Essential Requirements:**

* Hold appropriate financial qualifications and memberships.
* Have experience of senior financial role within a similar size organization or charity.
* Have the ability to communicate clearly.
* Have the skills to analyse proposals and recognise their financial consequences.
* Uphold the Trust’s values and be an advocate and supporter of the Trust’s work.
* Fulfil all duties of a Trustee, as outlined in the general Trustee job description.

Trustees of Isles of Scilly Wildlife Trust, the Treasurer included, serve for a three year term, with the possibility of their re-election for one further term (six years maximum).

Whilst ideally the holder of this role will be based on the Isles of Scilly, we recognise that it is important to secure the correct skills for the role. As such we would be interested in accepting applications for talented individuals on the mainland. If this is the case regular travel would be required to the islands, for which reasonable expenses will be paid.