

LEAF Honorary Treasurer recruitment

LEAF is a national charity based in Stoneleigh Park, Warwickshire

LEAF develops and promotes environmentally responsible farming (through its Integrated Farm Management system which delivers food with care for the environment). LEAF also has a trading subsidiary, LEAF Marque.

We are looking to fill the post of Honorary Treasurer for LEAF.

You will be required to attend LEAF Board meetings six times a year in Stoneleigh or London and discuss matters in the LEAF office every other month and where possible before the Board meetings.

The Honorary Treasurer will have extensive experience as a Treasurer or in a financial role. It would be beneficial, but not essential, if you have experience of charities with trading subsidiaries.

You will have an active interest in the work of LEAF and enthusiasm for our aim to make farming and food more sustainable.

If you are interested in working with us please apply to Caroline Drummond via email caroline.drummond@leafuk.org

Deadline for applications: 5 pm 17th September 2010

- Annual review
- About LEAF
- Job description

Please note:

We are available for discussion before and after the deadline.

This position is unremunerated.

Job description

LEAF Honorary Treasurer

The overall role of a treasurer is to:

- Maintain an overview of LEAF, its projects and trading subsidiary (LEAF Marque)'s financial position
- Ensure LEAF's financial viability
- Ensure that proper financial records and procedures are maintained.

General responsibilities

- To contribute actively to the board of trustees' role in giving firm strategic direction to LEAF on financial matters, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of LEAF.

Additional duties of the treasurer

- Being assured that the financial resources of LEAF meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Advising on the financial implications of LEAF's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of LEAF
- Making a formal presentation of the accounts at the Presidents Event and drawing attention to important points in a coherent and easily understandable way
- Attending the LEAF Board meetings (6 per year) usually in Stoneleigh
- To become a LEAF Board member (if appropriate)

In Consultation with Chief Executive/LEAF Staff

- Liaising with any paid staff and volunteers about financial matters
- Ensuring that appropriate accounting procedures and controls are in place
- Overseeing, approving and presenting budgets, accounts and financial statements
- The preparation and presentation of financial reports to the board
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To ensure the financial stability of LEAF and LEAF Marque.
- To ensure the LEAF applies its resources exclusively in pursuance of its objects

Treasurer specification

- Commitment to LEAF
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgment

- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Financial qualifications and experience
- Some experience of charity finance, fundraising and pension schemes
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the board
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.
- Well connected in the industry

Time commitment

6 – 12 days a year maximum

We would welcome the treasurer to discuss matters in the LEAF office every other month and to attend LEAF Board meetings six times a year.