**The role and responsibilities of the Honorary Treasurer, Radnorshire Wildlife Trust.**

The Honorary Treasurer of Radnorshire Wildlife Trust plays a key role within the charity as one of four Trustee officers serving on the Board of Trustees. Full meetings take place every two months. At each one you will be expected to present clear and accurate papers which demonstrate the financial position of the Trust in a way that members can understand.

Other key duties will be chairing the Finance Committee of the Trust, and presenting the Annual Report and Accounts to the AGM.

Who Are We?

Radnorshire Wildlife Trust is one of 46 Wildlife Trusts working across the UK and one of 5 within Wales.  With the invaluable support of volunteers and members, we manage 18 nature reserves in Radnorshire.  We also work with other landowners and organisations to protect and connect wildlife sites across the county and inspire local communities and young people where they live.

This year for the first time RWT’s membership went over one thousand, despite Radnorshire being one of the most sparsely populated counties outside Scotland. This demonstrates how enthusiasm is growing within our local community for helping wildlife and bringing back depleted natural habitats.

RWT, like its 45 fellow Trusts, is part of the federated Royal Society of Wildlife Trusts (RSWT.) This grassroots movement is made up of people from all backgrounds across the UK who are passionate about nature restoration and share a mission to restore a third of the UK’s land and seas for nature by 2030.

At RWT, we are driven by doing what is right for nature, and our respect for the intrinsic value of our wild landscapes is what lies at the core of our skilled, motivated, and dedicated team. We are evidence-based and solution-focused, working with the people and communities of Radnorshire to ensure that everything we do provides maximum benefit for wildlife.

Our 2030 Strategic Goals

We are in an ecological and climate crisis. The work of RWT is critical to helping bring wildlife back and inspiring everyone to do their bit. We are championing nature-based solutions to climate change and the importance of nature for health and wellbeing for everyone.

Our three strategic goals set out what we believe needs to happen by 2030 in pursuit of our longer-term vision:

1. Nature is in recovery, with abundant, diverse wildlife and natural processes creating wilder land and seascapes where people and nature thrive.

2. People are taking action for nature and the climate, resulting in better decision making for the environment at both the local level and across the four nations of the UK.

3. Nature is playing a central and valued role in helping to address local and global problems.

The Board of Trustees

The Board of Trustees is the governing body of the Trust, and its members are the Trustees. It is ultimately responsible for ensuring the strategic direction of the Trust and safeguarding its financial position, its brand and reputation. The Board is currently made up of 11 Trustees, including four officers: Chair, Vice-Chair, Honorary Secretary and Honorary Treasurer. You can meet our current Trustees here: <https://www.rwtwales.org/how-we%27re-run>

The Duties of the Board & Trustees are as follows:

-To ensure that the Trust complies with its governing documents, charity law, company law and any other relevant legislation or regulations.

-To ensure the strategic direction of the Trust and to review this direction when appropriate.

-To ensure the organisation uses its resources in accordance with its strategy and vision

-To protect the reputation of the Trust by safeguarding its good name and value.

-To ensure the effective and efficient administration of the organisation.

-To ensure the financial stability of the organisation.

-To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds.

-To appoint the Chief Executive Officer and monitor their performance.

Additional duties

In addition to these statutory duties, each Trustee should use any specific skills, knowledge or experience they may have to help the Board of Trustees reach sound decisions. This may involve:

Scrutinising board papers.

Leading discussions.

Focusing on key issues.

Providing guidance on new initiatives.

Taking part in other meetings or work groups within The Wildlife Trusts

Full training and support will be given.

Trustee Personal Specification:

Trustees should have an ability to understand the charity, its values, culture and philosophy and a willingness to show commitment and devote necessary time and effort.

Each Trustee should have the ability to help to actively shape the charity’s vision and future and be prepared to take responsibility for the charity’s long-term success or failure.

The new Trustee will be expected to take steps to learn about the charity, their role, legal duties, responsibilities and liabilities of Trusteeship, and how the performance of the charity and key individuals are measured.

Trustees should put energy into acting as part of a team and helping to develop it and its shared sense of purpose and group decision-making.

Each Trustee must have the capacity to look at situations dispassionately and analytically, drawing on multiple perspectives and to apply good, independent judgment.

A Trustee must respect the charity’s governance processes and be prepared to challenge any threat to Council’s essential stewardship role arising from either individuals or small groups within Council.

The Honorary Treasurer is expected to;

- take the lead amongst Trustees for financial issues;

- ensure that the financial accounts of RWT are accurate, timely, comply to best accountancy practice and reflect the Trust’s true financial position.

Key Duties

1. To present regular management accounts and financial reports to the Board of Trustees (at least six meetings per year.)

2. To advise Trustees on the financial implications of RWT’s activities, and its present and future financial needs.

3. To provide financial oversight and advice in relation to RWT’s annual budgets and strategic projections

4. To ensure all financial information is provided to Trustees in a way that allows them to make informed collective decisions surrounding financial governance.

5. To ensure that RWT’s annual Trustees’ Report & Accounts give a true and fair view record of the Trust’s financial position and to present these to the AGM, responding to any related questions from Trust members.

6. To ensure that procedures and policies are in place to maintain RWT’s financial stability and to direct on financial reserves policy and investment policy.

7. To take a lead in recommending the appointment of auditors and investment managers.

8. To chair the Finance Committee of RWT (at least three meetings per year.)

9. To keep Trustees informed about their financial duties and responsibilities including compliance. with relevant legislation and charity commission guidance.

Additional Duties;

1. To act as a member of other RWT Committees and panels, as agreed with the chair.

2. To play a full role as RWT Trustee and Honorary Officer by fulfilling Trustee duties.

3. To promote and support inclusive leadership amongst Trustees as part of the RWT Equality, Diversity and Inclusion strategy.

4. To be aware of their safeguarding responsibilities and take responsibility for promoting and safeguarding people and ensure that this is a priority for the charity.

5. To comply with the legal duties of a Trustee as laid out by the Charity Commission.

Essential Skills;

– Financial qualifications and experience.

– The skills to analyse proposals and examine their financial consequences.

– An ability to engage effectively in financial strategy and funding relationships (ideally an understanding of the principles of charitable fundraising and financial governance).

Desirable Skills

– Experience of charity finance, fundraising and pension schemes.

– An understanding of wider financial markets.

– Experience of auditing and scrutinising accounts.

\*The Trustee role is entirely voluntary; you will not be paid. However, if you wish it, out of pocket expenses can be reimbursed.