

Honorary Treasurer

Summary of Responsibilities

The Foundation's aims and objectives

The Parks Foundation was founded in 2015 to develop beautiful parks and green spaces across Bournemouth, Christchurch and Poole (BCP) for everyone to enjoy, both now and for future generations. We want to create inspirational parks that improve people's health and wellbeing, reconnect people with nature and bring diverse communities together. Parks and green spaces are key to city life, by enhancing them for people and wildlife.

The Foundation has a record of delivering its adopted projects on time and of having a strong balance sheet. This engenders confidence in its donors that their donations are being used to pursue the aims of the charity and also in its operating partners.

Overview of the Role

1. The role of Hon. Treasurer is held by a trustee of the Foundation and is, by definition, unremunerated.
2. The day-to-day accounting is undertaken by a Bookkeeper for approximately 2 to 3 days per month;
3. The treasurer's role is one of a financial manager and financial advisor to the Foundation's Board of Trustees. Assisting and advising the Foundation Manager in some finance-based tasks is also an important part of the job;
4. Financial planning is a fundamental to the future development of the charity as well as its financial security.

Personal Qualities

This post is central to the running of the organisation and is important in maintaining and enhancing its reputation in the charity sector.

The essential qualities of the post holder are:-

1. Membership of a UK recognised accountancy body;
2. Having sufficient time available (approximately one day a month) especially at year end and during budget preparation to ensure the highest standards are maintained;
3. An appreciation of the value of non-finance staff and volunteers;
4. A willingness to participate in staff and volunteer training that may be required to ensure sound financial management practices are maintained;
5. A good understanding of accounting practices as they apply to charities and limited companies;
6. Familiarity with statutory financial reporting requirements;
7. Familiarity with budgeting techniques used in the not-for-profit sector;
8. Being able to write and present reports to the Foundation's managers and its trustees in a style understandable by lay persons;
9. Understanding the benefits and opportunities afforded by social media whilst being aware of the challenges it presents;
10. Experience of good insurance and investment practice (desirable but not essential);
11. Experience of the XERO accounting system and the iZettle till system (desirable but not essential);
12. Good spreadsheet skills.