

Honorary Treasurer - CPRE Somerset

CPRE fights for a better future for the English Countryside. We work locally and nationally to protect, shape and enhance our beautiful, thriving countryside for everyone to value and enjoy.

Campaigning throughout England is carried out by county-based branches, which aim to influence decision making on a range of environmental and land-use issues.

Here at CPRE Somerset we have an opportunity for an Honorary Treasurer to join the branch and ensure we have strong financial management for the future.

Activities involve:

- working with the Chair and Manager to set an annual budget, monitoring actual income and expenditure against the forecast
- being a trustee of the charity
- attending approximately six Executive meetings of the group each year and reporting on the state of the accounts. Around half of these meetings are in person, the other half are held via Zoom.
- making payments via internet banking - reimbursing expenses and paying bills. Keeping accurate records of all payments and income.
- acting as a counter-signatory on cheques (very occasionally these days!) and any applications for funds.
- submitting accounts annually for independent examination or audit
- ensuring that financial resources are spent and invested in line with good governance, legal and regulatory requirements
- ensuring CPRE National Office receives information on financial matters, including the annual report

What we need from you:

You will be home-based, carrying out activities around your other commitments and attending occasional meetings at various locations throughout Somerset. Meetings are usually held in daytime on weekdays. NB: You need to be based in the county of Somerset. Our patch does **not** include B&NES or North Somerset.

This is an excellent opportunity to play a senior role in a respected local environmental organisation, applying your accounting skills and experience to make a real difference, and to be part of a friendly and committed group.

Ideally, we hope that you can offer us most of the qualities described below:

- experience of setting and managing budgets
- good organisational and book-keeping skills
- ability to present financial information in a straightforward and clear way
- computing skills, including spread-sheet packages, email and internet
- the ability to work as a team member with a group of committed volunteers
- can attend occasional daytime meetings in Somerset or, when not possible, can provide updates for meetings
- an interest in the countryside

As a guide, we anticipate this voluntary role will take on average 1 hour per week, with meetings every couple of months.

What's in it for you?

CPRE volunteers are motivated to help for a range of reasons, but normally they have a strong interest in protecting and enhancing the environment, as well as encouraging people to enjoy the countryside and all it has to offer.

Benefits include:

- A great opportunity to use your existing experience and to develop new skills
- Working with others to make a difference both locally and nationally
- The potential to meet and discuss issues with a wide range of like-minded people
- Opportunities to attend local and national CPRE activities, events and workshops, either online or in person.

The role is voluntary although we will pay all out-of-pocket expenses with prior agreement, in line with our Volunteers Policy. The outgoing Treasurer and the Charity Manager will help to get you started and support you as you learn the ropes.

How to Apply

If you are interested in this role, please email a CV and covering letter to the Branch Manager, Becky Collier at admin@cpresomerset.org.uk
For an informal discussion about the role please call Becky on 07553 501437.

For more information about the work of CPRE Somerset and other volunteering roles, visit our website www.cpresomerset.org.uk or follow us on social media – BlueSky, Facebook and Instagram. Search for @cpresomerset

The Somerset countryside is wonderful - help us look after it.