



CPRE Oxfordshire
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working locally and nationally to
protect and enhance a beautiful,
thriving countryside for everyone to
value and enjoy

Treasurer (Trustee) - CPRE Oxfordshire

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

Campaigning is carried out by county-based branches, which aim to influence decision making on a range of environmental and land-use issues, such as housing, transport, footpaths and water.

At CPRE Oxfordshire we have an opportunity for an Honorary Treasurer to join the branch and ensure we have strong financial management for the future.

Activities involve:

- Keeping accurate records of income and expenditure in line with legal regulations
- Helping us to set an annual budget
- Being a signatory for cheque payments and reimbursing invoices and expenses
- Preparing financial reports and submitting accounts for independent audit
- Updating National CPRE on the finances of our charity
- Assisting with funding applications and accounting for external funding
- Where relevant, ensuring employment regulations are met eg staff salaries

As the Treasurer is a trustee role, there are also more general responsibilities including:

- Being a positive advocate for CPRE and encouraging others to support our work.
- Safeguarding the good name and values of our charity.
- Contributing actively to the role of the Executive Committee in setting the strategic direction for the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.

We ask that all trustees are, or are willing to become, members of CPRE Oxfordshire.

In addition, trustees are invited to become Directors of the associated CPRE Oxfordshire limited company.

What we need from you:

You will be home-based, carrying out activities around your other commitments and attending occasional meetings.

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 passionate group.

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

- A commitment to CPRE policies, brand, campaigns and initiatives
- Ability to keep accurate records and confidence in handling finances
- Experience of setting and managing budgets
- Access to a computer and the internet at home
- Experience in financial software and spread sheets
- Experience of forward planning income and expenditure
- Ability to provide financial updates and present information in an understandable way
- Be able to commit to volunteering regularly to suit your availability including attendance at meetings
- Happy carrying out tasks independently and as part of a team
- Good written and verbal communication skills.

As a guide, we anticipate this voluntary role will take 3-4 hours per week. The Branch Executive Committee (our Trustee Board) meets four times a year (normally on a Thursday evening, in Oxford Town Hall, but currently virtually) plus an AGM (normally a Saturday in June/July).

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

The role is voluntary although we will pay all out-of-pocket expenses with prior agreement, in line with our Volunteers Policy.

How to Apply

The application deadline is the **31 October 2020** in the first instance, but we are happy to receive expressions of interest on an ongoing basis.

To apply, please email a CV and covering letter to our Branch Secretary, Dorian Grier.
E: dorian.cpre@gmail.com

For an informal discussion about the role, please email Dorian as above or leave a message on our office phone T: 01491 612079 and she will be in touch.

For more general information about the work of CPRE Oxfordshire and other volunteering roles available, please contact the Branch Office on 01491 612079,
E: administrator@cpreoxon.org.uk or visit our website: www.cpreoxon.org.uk

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