



The countryside charity
Oxfordshire

CPRE Oxfordshire
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Treasurer (Trustee) - CPRE Oxfordshire

We're passionate about making the countryside in Oxfordshire a better place for everyone to enjoy. Our vibrant team of volunteers inspire people to care for the countryside and enjoy the benefits it brings wherever they live.

With your support we can do even more! As treasurer you'll have an essential role in planning and accounting for our finances to ensure the long-term sustainability of our charity you will also be a member of the CPRE Oxfordshire's Board of Trustees.

Our friendly team will provide you with training and support to develop in your role. You'll gain valuable skills and experience in the financial management of a charity.

Why we want you:

By volunteering with us you'll be helping to find positive solutions for the issues facing the countryside and the environment. By applying your skills and experience you can make a real difference and be a central part of a friendly and passionate charity.

As treasurer you'll ensure our financial affairs are conducted within legal requirements and good practice. You'll work closely with the team to oversee the financial sustainability and development of our charity.

We're ideally looking for volunteers with experience in financial management and a passion for environmental and countryside issues.

As a guide, we anticipate this voluntary role will take 3-4 hours per week. The Board of Trustees meets 3 times a year plus an AGM (normally a Saturday in June/July). There are 3 additional Operational management meetings a year that you would be required to attend.



What you will be doing:

- Keeping accurate records of income and expenditure in line with legal regulation
- Helping us to set an annual budget and periodically produce an updated rolling five yearly financial plan which will help assess the future viability of the charity
- Regularly reviewing the reserves policy considering the latest Charity Commission guidance, seek approval from trustees for any amendments
- Providing advice to trustees on investments when the level of reserves exceeds 12 months of expenditure considering latest Charity Commission guidance
- Being a signatory for cheque payments, reimbursing invoices, paying monthly staff salaries and expenses
- Preparing financial reports and appoint auditors annually to independently audit and inspect the accounts
- Ensuring that the final accounts are produced in accordance with the Charities Statement of Recommended Practice (SORP) and that funds are correctly identified. The chair's annual report must be in accordance with SORP
- Working with the charity's secretary ensure that the approved annual and audited accounts are presented to Companies House on time
- Summarising a set of accounts to be presented at the AGM
- Leading the annual review of finance policies and procedures advising trustees of any changes
- Acting as the lead contact for both the charity's bank and CCLA Investment Management Limited. Ensure that the mandates for both organisations reflect the latest finance procedures
- Regularly review cash flow and ensure that funds are available in the current bank account to meet day to day activities
- Updating National CPRE about our charity finances
- Assisting with funding applications and accounting for external funding
- Where relevant, ensuring employment regulations are met e.g. staff salaries, pensions. Advise chair and seek approval from trustees on the annual pay award for staff
- Safeguarding the good name and values of our charity
- We ask that a treasurer is willing to become a trustee of the charity and a member of CPRE



The skills you need:

- 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
- Experience in financial software and spread sheets
- Experience of forward planning income and expenditure
- Be able to provide financial updates and present information in an understandable way
- Access to a computer and the internet at home
- 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

What's in it for you:

- Use your skills and experience to contribute to the success of our charity and make a positive difference to the countryside
- Meet like-minded people and enjoy being part of a team, there will be opportunities to get involved with social events and workshops locally
- Enhance your CV by developing new skills and gaining valuable experience
- We'll give you a reference for your future work or volunteering
- The opportunity to attend a volunteer induction day hosted by CPRE's national office
- The role is voluntary although we will pay out-of-pocket travel expenses

How to Apply

The application deadline is the 30th April 2025.

To apply or find out more information, please email a CV and covering letter to our CPRE Director, Lisa Warne director@cpreoxon.org.uk T: 01491 612079