



TREASURER, THE CLIMATE COALITION

Remuneration: The role of Treasurer is not accompanied by any financial remuneration, and although expenses for travel may be claimed, these will be disclosed publicly in our Annual Report.

Location: Ability to attend meetings and go to The Climate Coalition office in London.

Time commitment: Six Board meetings per year. Additionally, the Treasurer is expected to lead a resources sub-group of the Board (likely to meet quarterly) and to have regular meetings with the Chair and the Director. Expected total time commitment of approximately one day a month.

Reporting to: The Board of The Climate Coalition.

ABOUT THE CLIMATE COALITION

The Climate Coalition (TCC) is the UK's biggest group of people dedicated to action on climate change with a combined supporter base of more than 20 million people. We encompass over 130 organisations spanning nature, environment, international development, faith, community and women's groups – from the National Trust to the NUS, WWF to the Women's Institute, the RSPB to Islamic Relief.

We bring people from all walks of life together to use their voices to ask decision-makers to take urgent action to tackle climate change and protect what we love from its worst impacts.

The Climate Coalition is coordinated by a small central secretariat team, overseen by the Board of Trustees, with support from its members.

ROLE DESCRIPTION

Objective: The Treasurer will ensure that The Climate Coalition is governed in line with its charitable objectives and will maintain oversight of the organisation's financial affairs on behalf of the Board of Trustees. They will provide guidance to the

Board of Trustees, Director and staff team on the financial stewardship of the organisation in line with the strategic aims.

Responsibilities:

- To oversee TCC's financial affairs and to ensure compliance with statutory requirements relating to the accounts of a registered charity, present these to the Board of Trustees, and ensure they are filed appropriately.
- To oversee the presentation and content of TCC's internal organisational budgets, management accounts and long term forecasts to ensure these are appropriate to a company and a charity.
- To be a sounding board for TCC's Director and to work in partnership with the staff team on financial management.
- To monitor the financial health and stability of TCC and to draw any major financial concerns to the attention of the Chair, Board of Trustees and Director.
- To act as an approver of high financial value contracts and grants and to oversee an appropriate delegation of authority for financial sign-offs.
- To ensure that all financial reports are submitted to all relevant funders in a timely and accurate fashion.
- To support the review of the reserves and risk management policies and to ensure that TCC has an appropriate approach to investment.
- To lead on the appointment and engagement of the external auditor.
- To ensure compliance with any tax regulations that may affect TCC.

PERSON SPECIFICATION

In addition to the qualities required as a Trustee, the Treasurer must meet the following requirements:

- Qualified accountant, preferably ACA, ACCA or CIMA qualified.
- Experience of financial management in or with a small to medium sized charity at a senior level.
- Good communication skills with the ability to present and explain management reports and financial information to the Board, staff team and other stakeholders (e.g. TCC members).
- Understanding of the management and legal requirements and regulatory requirements of a UK registered charity, including the Charity Commission's reporting requirements and charity-specific tax issues.
- Understanding of charity resourcing, including staffing and pay.
- Experience of overseeing risk management and compliance – preferably in a not-for-profit organisation.
- Experience of grant funding, including charity compliance and donor reporting.
- Ability to make difficult and demanding recommendations to the board.
- Ability to work closely with, and to support, the Chair and Director.
- Knowledge of the external financial environment in so far as it may be relevant to or affect the organisation.
- Previous experience as a trustee of a charity.

HOW TO APPLY

If you have an interest in this unique and rewarding role, then please send a CV and a supporting statement of no more than 600 words giving examples of how your knowledge, experience and skills meet the person specification to jobs@theclimatecoalition.org by Friday 31st March.