



Caring About Buxton

BCA Trustee Recruitment

- Role Title:** Trustee Treasurer (unpaid volunteer)
- Direct Report:** Works closely with the Chair, Administrator / Accountant, Corporate Affairs Group and the board of trustees.
- Background:** Finance, Strategy and Governance, Fundraising, Legal, Risk.

This is an exciting opportunity to join the leading environmental charity in Buxton and play a key role in helping shape the future of the charity.

1.0 About Buxton Civic Association (BCA)

BCA works and campaigns for the conservation and enhancement of the natural and human environment of Buxton. It was founded over fifty years ago and now has over 700 members. We have the following specialist groups:

- Corporate Affairs,
- Planning,
- Membership and Community,
- Woodlands,
- Places and Spaces,
- Biodiversity.

Working with other voluntary and community groups, BCA is heavily involved helping to shape the future development of the town.

We own and manage:

- Poole's Cavern – a heritage show cave, café and shop which forms the leading paying tourist attraction in the town.
- Nine woodlands including Buxton Country Park which are managed as open access facilities for the benefit of local people and wildlife.

We are currently running our Stronger Roots project to encourage regeneration of the woods and help people's wellbeing in getting closer to nature. Last year Stronger Roots ran 194 events for the public and attracted over 3,900 people.

BCA is funded largely from the surplus generated from running and managing Poole's Cavern. Trustees are also responsible for a business turning over £800k

BCA employs 8 permanent employees and 24 seasonal staff. In addition, we have three employees working on our Stronger Roots Project on a one year contract.

We also have many volunteers undertaking a wide variety of roles for the charity.

2.0 Summary of the role of BCA Treasurer

You will be part of a talented, dedicated and friendly board of volunteer Trustees who are developing a clear vision for BCA and its part in the community.

BCA have recently upgraded the role of it's Finance Officer to take on more of the detailed work previously done by the volunteer Treasurer. They will now get the



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monthly accounts to a position that the Treasurer should largely just have to review them before they are passed to the Corporate Affairs Group and the Board of Trustees. The Treasurer will need to provide the Finance Officer with guidance and assistance with any changes in legislation and to provide information for the generation of budgets or Grant applications.

The wider role of all BCA Trustees is summarised at the end of this document in 5.0.

The Treasurer will provide specialist advice and support to Trustees, and staff in relation to the following:

- Monitoring the financial standing of the charity and reports to the Board regarding cash flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources.
- Overseeing the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Acting as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- Liaising with external auditors on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.

2.1 Main Responsibilities of the BCA Treasurer

In relation to Finance

Working with the support of BCA Administrator and other senior staff to address the following:

Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.

Management Reporting



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- Ensure a high standard of management accounting is maintained in order to safeguard assets.
- Liaise with Accountant and trustees to ensure that management accounts are prepared and produced regularly.

Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- To advise the Board on appointment of auditors when required.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language that is fully understood by the trustees.

Reserves and Investment Policy

- Develop a reserves policy that safeguards the organisation's long term finances.
- Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.
- Advise on the wise investment of BCA funds.

In relation to line management

- To act as the line manager to the BCA Administrator / Accountant.

In relation to Governance

- Lead the Board's duty to ensure proper accounting records are kept; financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Lead in the development and implementation of financial reserves, cost management and investment policies.

3.0 Person Specification

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills (especially spreadsheets and SAGE accounting package)
- Proven ability to communicate and explain financial information in simple understandable ways to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Good communication and leadership skills



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Desirable

- An interest in the human and natural heritage of Buxton
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Willingness to act as the charity's ambassador to external bodies, charities and companies when required.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.
- Experience of Sage Accounts and Payroll

4.0 Time Commitment

- You will be required to attend and actively contribute to the following meetings:
 - Board of Trustees (six per year)
 - Corporate Affairs Group (six per year)
 - The BCA AGM (one per year at which you will to deliver the Financial Report)
 - Meetings with the Administrator / Accountant on a monthly basis to review the monthly accounts
- There will be a requirement to meet with our auditors and senior staff when a matter of finance policy arises.
- Attendance at members' events and fund raising activities is desirable when possible.

Meetings will normally be held at the Visitor Centre at Green Lane Buxton SK17 9DH or occasionally via Zoom.

5. Summary of the role of all BCA Trustees

- Developing, supporting, and furthering BCA Vision, Mission, Goals, Values and activities in line with its charitable purpose.
- Being a positive ambassador for BCA and its commitment to both the built and natural environment.



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- In partnership with the other Board members, holding the senior manager to account for the running of the charity and providing support to the senior management team
- Being the custodian of the charity with legal responsibility to act in accordance with the charity constitution and always in the best interests of the charity.
- Ensuring there is good financial management and the charity is acting within the law.
- In partnership with the other Board members, determining the business strategy and financial/business plan for the charity.
- Preparing for and attending board meetings and relevant group meetings (where membership of a group is included in the role).
- Attending BCA events when able
- Participating actively fundraising activities be willing to use personal and professional contacts and networks to further the goals of the charity and to assist in fundraising, including asking for financial support.
- Using personal and professional knowledge, expertise and time to support the charity, its staff, volunteers and beneficiaries.
- Staying informed about what's going on in the organisation.
- Working in good faith with staff and other board members as partners toward achievement of the Charity's goals

6.0 Applications

Applications including an up to date CV and contact details for two referees should be sent to: Peter Phillipson, Chair of BCA, chairofboard@buxtoncivicasociation.org.uk by 31st May 2022

Thank you for your interest.