



Treasurer (Finance Director) – Role Description

Role

The Treasurer (or Finance Director) is a Director who has particular responsibilities for the financial activities and performance of Clinks Care Farm. The Treasurer has these responsibilities in addition to sharing the general responsibilities of Directors, and this role description should be read in conjunction with the general Directors' role description.

Person specification

The Treasurer will have substantial budget management experience in one or more commercial, voluntary and/or public sector environments, and/or will be a qualified accountant or have a similar background/qualifications.

Responsibilities

The responsibilities of the Treasurer are to:

1. Work with the Farm Manager, Care Farm Manager and Finance Administrator (who is a member of the Farm's staff) to ensure the financial health of Clinks Care Farm
2. Work with this team to develop a budget before the start of each financial year
3. Work with this team to review expenditure and income at regular intervals through the year, agreeing any changes necessary to maintain the Farm's financial health
4. Provide regular updates to the other Directors (typically at Management Committee meetings) on financial matters
5. Support the Farm Manager and Care Farm Manager with significant investment decisions, including the creation of business cases, as required
6. Advise the Farm Manager, Care Farm Manager and Finance Administrator on issues such as risk, audit, filing accounts, legal compliance, as required
7. Review and advise on staffing issues including pay rates, changes to staffing levels, working hours, terms and conditions of employment, as required
8. Occasionally liaise with the Farm's commercial accountants, as required
9. Assist the Farm Manager and Care Farm Manager with significant financial negotiations, e.g. rent reviews, cropping licences, as required
10. Work with the Farm Manager, Care Farm Manager and Finance Administrator on other financial and related matters, as required.

Exclusions

The Treasurer is not responsible for day-to-day financial operations such as banking, raising or paying invoices, payroll, maintaining the Farm's accounts.

August 2024