

# Treasurer

## Treasure Earth Prize

Treasure Earth CIC is young Community Interest Company and Social Enterprise championing CSR, peace, climate action and humanitarian care and with a special focus on youth.

---

### Role

Our Treasurer will work directly with the Founder and Chairperson and a small senior team as key member of the board to lead, advise and take responsibility for all finance-related functions.

### Areas of responsibility:

- Contribute to the governance and financial strategy challenging assumptions and decision-making as appropriate and providing financial analysis and financial guidance.
- Assist in formulation of Strategic Plan
- Advise and implement best practice
- Continuous improvement of financial performance
- Ensure that company financial systems are robust, compliant and support functionality and future growth.
- Ensure corporate budgeting processes are carried out and reviewed
- Advise and administer company cash management policies
- Take overall control of the company's accounting function.
- Prepare and present statutory reports and accounts for board presentations
- Prepare all regulatory requirements and reports for statutory bodies are met on time.

---

# Treasurer Profile

We are looking for an exceptional and experienced candidate who feels inspired by our vision and mission and motivated to make a great success of our Challenge Prizes and campaigns. The ideal person will be an accomplished and senior professional, aptly qualified and ideally with experience as a Treasurer in both the corporate and not-for-profit sector and transferable skills from the private sector either as a CFO or a Senior Director or Senior Academic and Lecturer in the appropriate disciplines. Experience of Challenge or Innovation Prizes would be a distinct advantage but is not essential.

The primary skills required are as follows:

## **Overall**

- Oversee and administer the financial and affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- **Specifically**
  - Liaise with relevant staff and committee members to ensure the financial viability of the organisation.
  - Ensure the board and committee members are aware of their financial obligations and take a lead in interpreting financial data.
  - Report the financial position at board and committee meetings (balance sheet, cash flow, fundraising performance etc).
  - Production of an annual budget and propose its adoption at the last meeting of the previous financial year.
  - Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
    - Cheque signatories
    - Purchasing limits
    - Purchasing systems
    - Petty cash/ float
    - Salary payments
    - Pensions
    - PAYE and NI payments
    - Others as appropriate
  - Appraising the financial viability of plans, proposals and feasibility studies.
  - Lead on appointing and liaising with auditors/an independent examiner.
  - Undertake bookkeeping ensuring it is up-to-date.
  - Maintain the petty cash system and process claims.
  - Regularly carry out reconciliations
  - Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
  - Make the necessary arrangements to collect payments from debtors and bank payments.

---

## The Difference and Impact you will be part of

As Treasurer and key member of the board your role will be integral to the success of the Prizes, Awards and to the Treasure Earth Challenge and will contribute to the strategic and financial model on which we will base the launch of the international Prizes for Peace, CSR, Climate and Humanitarian Care.

As such you become part of the Treasure earth challenge to incentivise major change from 'if' to 'how' we peacefully and profitably tackle the major challenges of the 21st century such as global conflict and global warming by championing CSR and humanitarian care and with a particular focus on youth.

---

## Value and Benefit to the Treasurer

This role will appeal to someone who likes an intellectual, campaigning and pioneering challenge and identifies with causes addressing Peace, CSR, Climate and Humanitarian Care and who wants to play an active role in major change. We are a new and exciting social enterprise and as Treasurer you will be key to underpinning the financial success of the Prize Challenges. Furthermore you would be part of a company with a strong work ethic that encourages a culture of respect and equality that values every one of its professional colleagues as key and valued members of our Prize Challenge team.

---

## Highly Desirable Additional Skills and Experience

Experience of sponsorship fundraising is highly a desirable.

Excellent knowledge of Taxation is likewise highly desirable.

Experience as a Company Secretary is desirable.

The company has a strong focus on CSR and although not essential, we particularly encourage applications from candidates with a strong CSR background or previous CSR experience or who share the company's CSR or campaigning objectives. As you will be working remotely for most of the role we will of course provide the successful candidate with as much support and as possible.

---

## Time Commitment

As Treasurer you can work remotely and communication can be conducted via phone or email.

No travel is required except to the Prize Awards, the board and committee meetings some of which may be conducted via Skype

- 4 Board meetings per annum with preparation and follow up.
- 2 - 4 Committee Meetings per annum with preparation and follow up.
- Attendance at the Prize Awards

Dates for meetings will be pre-agreed with all board members, otherwise your time commitment can be flexible to fit conveniently around your other commitments to enable you to comfortably meet all requirements of the role and statutory reporting deadlines.

The role is voluntary and not remunerated. All expenses incurred for attendance at board and committee meetings and the Prize Awards will be reimbursed in full.

---

## Deadline: 15 August 2019

If you don't meet all the criteria but feel you are a strong candidate inspired by the challenge and the role we strongly encourage you to apply.

The application is urgent and we want the right candidate to start as soon as possible.

---

To email applications or to arrange a call to discuss the role before you apply please contact:

E: [Marie-therese@treasure-earth.org](mailto:Marie-therese@treasure-earth.org)

W: [www.treasure-earth.org](http://www.treasure-earth.org)