



Plot 22 is a community allotment where we grow and cook food together, creating opportunities for people of all ages and walks of life to connect with nature and each other. We support people facing a range of barriers so that they can contribute to the project in ways that work for them. Our ethos is encapsulated by the permaculture principles of Earth Care, People Care, Fair Share.

Many different project sessions take place at Plot 22, including those hosted by our community partners. To ensure the successful running of this shared dynamic space, our CEO and session (circle) leaders are supported by a board of Trustees from a variety of backgrounds.

The role of Trustee involves attending quarterly meetings looking at both the big picture of what the charity is delivering in terms of direction and policy, but also assisting the CEO with other decisions and problems. Often this can be through acting as a sounding board by talking through potential solutions. There are plenty of opportunities to be directly involved on the ground too if you wish, whether that is supporting social events at the plot, meeting with circle leaders or helping with fundraisers.

In addition, there are quarterly Finance Sub Committee Meetings with the remit to look at fundraising planning, the treasurer works with the CEO, Chair and other Trustees who are interested in supporting this area of work. Also, quarterly Finance Meetings with the remit to provide reports and financial projections for the trustees meetings, looking into reports and reporting for Charity Commission, HMRC, funders and to help streamlining processes, this meeting is with the Treasurer CEO and finance officer (who completes bookkeeping and reporting duties as a volunteer)

Time commitment

Approximately 4 hours per month, for between 2 – 5 years.

Trustee team

In taking on this role you become part of the trustee team with whom you will be sharing these duties. The trustee team is a friendly and supportive team of volunteers from a variety of backgrounds, who have seen the amazing work being done at Plot 22 and want to support the charity as it grows and develops. When you start you will be mentored by an existing trustee to help you get comfortable and understand the role.

The purpose of the role: We are looking for someone with a financial background to take on this vital role of Treasurer and join our Board of dedicated trustees. Although it would be a bonus, it is not necessary for applicants to have experience as a treasurer. Applicants do not need to have formal qualifications in finance, we value experience over qualifications.

Treasurer –Role Description

- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with Finance Subgroup and Financial Accounting Meetings.

- Lead on the appointment of and liaison with external auditors.
- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- And the responsibilities of being a trustee.

Skills

Essential

- Financial knowledge and experience of managing budgets.
- Good financial analysis skills.
- A clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Commitment to collaborative working.
- Excellent attention to detail.
- A strategic thinker with an ability to balance risk and opportunity.
- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.

Desirable

- Experience in a treasurer role.
- Qualification(s) in finance.
- A knowledge of charity finance is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial experience and an understanding of Social Enterprises, Micro and Small to Medium Enterprises.

Benefits

What you will get from the role:

- Time spent at Plot 22 and contributing to its development.
- Satisfaction of supporting a good cause.
- Benefit to CV as holding a trusted and important position within a charity.
- Registered as a Trustee with The Charity Commission.

We are looking for people willing to bring energy, enthusiasm and commitment to the role and who will broaden the diversity of thinking on our board.

[You do not need previous governance experience – we will provide a full induction and training.]

Practical Considerations

Meetings and time commitment

1. We hold a 2-hour trustee meeting every quarter at 7pm on a weekday that suits the majority of the trustees.

2. We also have two quarterly finance meetings, Finance Subgroup and Finance Meeting, with distinct remits, one is face to face on a weekday daytime and the other is online in an evening.
3. The agenda and papers are usually emailed to each trustee a week before to give plenty of time to read them.
4. Each new trustee is inducted by other trustees.
5. being a trustee is a voluntary role, but the charity will pay for out-of-pocket expenses for travel to trustee meetings or childcare costs so you can attend meetings.
6. Meetings have recently started to take place in person; however, some meetings will also be held online.