



Norfolk Ponds Project

HONORARY TREASURER (BOARD OF DIRECTORS) - ROLE DESCRIPTION

ABOUT NPP

The Norfolk Ponds Project (NPP) aims to reverse the decline of Norfolk's ponds so that agricultural landscapes contain a mosaic of clean water ponds with fewer ponds overgrown by trees and bushes. It seeks to achieve this by:

- Providing advice to landowners on how best to restore and manage ponds in farmland.
- Establishing a fund that can be used to support practical pond restoration and the re-excavation of Ghost Ponds lost to agricultural land reclamation.
- Promoting the creation of new ponds, especially in river valley floodplains, where much stillwater habitat has been lost in the last century due to drainage schemes.
- Integrating ponds into other aquatic conservation projects in Norfolk, especially in rivers, fens and coastal areas.
- Promoting the conservation of key pond species, such as Great Crested Newt, Crucian carp, Water Vole and plants such as stoneworts and pondweeds.
- Educating the public and farmers on the value of ponds in farmland through site visits and open days.
- Establishing community pond restoration projects that re-connect landowners and people with Norfolk's ponds.

OVERALL RESPONSIBILITY

Working closely with the Strategic Lead:

- To oversee all financial aspects of the CIC including evaluating the financial position and associated risks.
- Assist the Strategic Lead in ensuring that the Board of Directors fulfils its duties and responsibilities for the proper financial governance of the Charity.
- To provide input into strategy discussions with the Board of Directors and Steering Group

MAJOR TASKS ASSOCIATED WITH THE ROLE

- In conjunction with the Board of Directors ensure that the CIC operates within the financial guidelines set out in legislation for CICs and any other accounting requirements.
- To identify and bring to the attention of the Board of Directors any financial risks facing the CIC.
- To ensure that the CIC's financial resources are sufficient to meet current and future needs
- To assist in the preparation of annual financial budgets, cash flow forecasts and financial reports for presentation to the Board.
- To assist in the annual audit process, including providing input into the preparation of the Annual Report and liaison with the External Accountant/Auditors
- To provide financial input and guidance into any proposed grant bids or other commercially based agreements.

SPECIFIC TASKS AND TIMING

- Liaise with the Strategic Lead to ensure that quarterly management accounts are available to be presented to the Board. This to take place for quarters ending June, September, December and March.
- To assist in the preparation of the annual budget around the early part of the calendar year i.e. February and March.
- To provide input into the Annual Report process, for presentation to the Board and Annual General Meeting of the NPP partnership in June.
- To attend the scheduled Board meetings held in March and October. The March meeting likely to be by zoom etc.

PERSON SPECIFICATION

- Either with accounting qualification or working towards that type of qualification.
- Knowledge of financial regulations linked to CICs.
- Able to commit sufficient time.
- Preferably located in Norfolk or surrounding counties.

COMMITMENT

In terms of the amount of time that depends upon the degree to which the individual wants to become involved and going forward the extent of new projects be they grant applications or research type proposals the charity addresses.

As a guide the following might be appropriate;

1. Management of income and expenditure / NPP bank account in conjunction with Strategic Lead/Directors as appropriate
2. Quarterly management accounts work approximately 1-2 days per quarter.
3. Annual Report process – 1 day
4. Board meetings and AGM including preparation and attendance around 4 days.
5. New projects on an as needed / negotiated basis.

An Honorarium to cover out of pocket expenses will be provided.

COMMENCEMENT DATE & RECRUITMENT PROCESS

Interested applicants are asked to submit a CV and covering letter marked for the attention of NPP Strategic Lead, Helen Greaves by email to norfolkponds@gmail.com. Helen is happy to informally discuss this opportunity. Requests to arrange this should also be sent to the NPP email.

Further information about FBA can accessed via our website www.norfolkponds.org and our Twitter feed [@norfolkponds](https://twitter.com/norfolkponds)

