



The countryside charity
Shropshire

CPRE Shropshire Volunteer Role Profile

Volunteer Role: Treasurer

Volunteer Manager: Chair

Where you will be based: home

Why we want you

By volunteering with us you'll be helping to find positive solutions for the issues facing the countryside and the environment. By applying your skills and experience you can make a real difference and be a central part of a friendly and passionate charity.

As treasurer you'll ensure our financial affairs are conducted within legal requirements and good practice. You'll work closely with the chair and trustees to oversee the financial sustainability and development of our charity.

We're ideally looking for a volunteer with experience in financial management and a passion for environmental and countryside issues.

CPRE Shropshire is entering into a second year of its Hedgerow Project (more here: <https://www.cpreshropshire.org.uk/hedgerow-project>) which involves more transactions than normal for 2022/23 though these are straightforward, some budgetary and accounts presentation advice may be needed by the Branch Manager.

Currently the branch meets on Zoom every 2 months on a Tuesday evening at 6pm. We may resume face to face meetings in due course. Our AGMs take place in June (this year on 29th June 2022).

Our current Treasurer is happy to help introduce the new postholder to the Branch accounts.

What you will be doing

- Keeping accurate records of income and expenditure in line with legal regulations
- Helping us to set an annual budget
- Being a signatory for cheque payments and reimbursing invoices and expenses
- Preparing financial reports and submitting accounts for independent audit
- Updating National CPRE about our charity finances
- Assisting with funding applications and accounting for external funding
- Where relevant, ensuring employment regulations are met eg staff salaries

- Being a positive advocate for CPRE and encouraging others to support our work
- Safeguarding the good name and values of our charity
- We ask that all trustees are, or are willing to become, members of CPRE

The skills you need

- A commitment to CPRE policies, brand, campaigns and initiatives
- Ability to keep accurate records and confidence in handling finances
- Experience of setting and managing budgets
- Experience in financial software and spread sheets
- Experience of forward planning income and expenditure
- Be able to provide financial updates and present information in an understandable way
- Access to a computer and the internet at home
- Be able to commit to volunteering regularly to suit your availability including attendance at meetings
- Happy carrying out tasks independently and as part of a team
- Good written and verbal communication skills

What's in it for you

- Use your skills and experience to contribute to the success of our charity and make a positive difference to the countryside
- Meet like-minded people and enjoy being part of a team
- Enhance your CV by developing new skills and gaining valuable experience
- We'll support you to develop in your volunteering role and provide you with relevant training
- We'll give you a reference for your future work or volunteering
- Get involved with social events and workshops on a local and national level, including the annual CPRE conference
- The opportunity to attend a volunteer induction day at CPRE's national office in London or a regional centre We provide out-of-pocket travel expenses

Sarah Jameson
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