



CANDIDATE BRIEF TREASURER



In this candidate information pack you will find further information on our search for a new Treasurer together with details on the application process with Moon Executive Search.

Welcome Message from our CEO

"We're looking for people who are as passionate about the potential of parks as we are. Our green spaces have so much to offer local people. When we improve access for everyone and create community, parks and green spaces can transform our health and wellbeing and quality of life.

We are the only charity working to bring all of Bristol and Bath's parks to life. If you share our passion and ambitions, please get in touch."

Charlee Bennett, CEO

About us

Your Park Bristol and Bath is delighted to be seeking a Treasurer to join their young and ambitious charity board at an exciting stage in their journey. Now in their third year of operation, they want to grow their impact and improve their financial stability to help more people in Bristol and Bath experience the overwhelming benefits of our parks.

Why Your Park need you

Your Park want to hear from you if you have a passion for Bristol and Bath's natural environment and want to add value to our public green spaces. They are looking for someone with a strategic mind who can bring a strong background in accounting and finance to their business planning to help ensure their financial plan enables their ambitions. Your Park would love for the Treasurer to become a named Trustee of the organisation where working closely with the Management Committee, and strengthen their governance by ensuring proper financial policies and procedures are in place.

What will you be doing and what skills do you need?

You should ideally have experience of being a Treasurer at a charity or experience working with boards, being a Trustee, non-executive or senior manager. You will work closely with the Finance Assistant, CEO, Chair and the Governance Committee, being prepared to be available for advice and queries as required. This role does not require any prior knowledge of parks management or the parks sector.

Our board of trustees

We have an active and engaged set of trustees with a broad range of experience including marketing, PR, fundraising, HR, parks and young people.

- Rob Acton-Campbell (Chair of Trustees)
- Roy Kareem
- Lynn Robinson
- Laura Salisbury
- Mark Blackburn
- Patsy Connor
- Karen Gill

With several new Trustees due to be voted on at the December meeting.

Role Description

Title	Treasurer
Location	Bath or Bristol
Responsible To	Board of Trustees
Time Commitment	Your Park estimate it takes an average of 1-2 days per month You will need to attend 4-6 Trustee meetings per year
Salary	Voluntary (unpaid)

Responsibilities

Budgeting and strategic financial planning

- Input into business planning and income generation strategies;
- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and longterm objectives each year;
- Oversee planning/budgeting processes in participation with the Trustees and CEO, constructively challenge where required;
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.

Management Reporting

- Work closely with staff (CEO and Finance Assistant) to ensure a high standard of management accounting is maintained;
- Use their finance system, Xero, to oversee reporting and run reports.

Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the annual examination process and related board representations;
- Guide and advise fellow trustees to formally approve the annual report and audited accounts;
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

In relation to Governance:

- Lead the financial report at each Trustee meeting including prepare the associated papers and communication financial positions so that all members are able to understand;
- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.

Time commitment

The position is flexible and can be worked around your existing commitments. Your Park estimate it takes an average of 1-2 days per month.

You will need to attend 4-6 Trustee meetings per year, currently taking place on weekday evenings as most of the Trustees are in employment. In-between meetings, you will ideally be able to make some time to work with the staff and Trustees to develop plans, budgets and introduce policies and procedures, this work will largely be completed via email.

Remuneration

The role of Treasurer is a voluntary post, however where required we will pay all reasonable expenses to ensure you can participate fully in the role.

Person Specification

Your Park are looking for a confident and dynamic individual who embraces a challenge and is willing to commit some time to seeing this project grow and develop. You will need to have good strategic planning and organisational skills, a passion for, and an understanding of the charity and its aims. You should also be approachable, flexible and able to work as part of a team.

Inclusion & Diversity

Your Park's beneficiaries come from all walks of life but at the moment their tiny team is mostly made up of white women. They want to hire great people from a wide variety of backgrounds because it makes them stronger. If you share their values and our enthusiasm for access to Bristol and Bath's parks for everyone, you will find a home there.

All applicants will be treated equally but they are currently seeking to build the level of lived experience of barriers to spending to parks within the organisation. Therefore people from low-income backgrounds, Black, Asian and Minority Ethnic Groups, disabled people and unpaid carers will be guaranteed interviews providing they demonstrate that can complete the role and candidates from these groups are particularly encouraged.

Further information

Further information can be found on the links below:

- Charity Commission information: Bristol & Bath Parks Foundation - Charity number 1182217
- Your Park Bristol & Bath website: www.yourpark.org.uk.

How to apply

Moon Executive Search has been appointed as chosen Search Partner to Your Park Bristol and Bath and will manage the recruitment process.

NB: ALL DIRECT APPLICATIONS WILL BE FORWARDED TO MOON EXECUTIVE SEARCH

To apply, please send a copy of your latest CV together with a supporting statement, explaining your motivations for applying for the role, how your skills, knowledge and experience match the job outline and what you can additionally bring to the role.

To ensure fairness to all applicants, any decision to shortlist you for initial telephone screening will be based solely on the information that you supply on your CV and supporting statement.

Therefore, it is important you give as much information as possible regarding why you wish to apply and what you think makes you a suitable applicant.

Moon Executive Search is an equal opportunities employer and welcomes applications from all areas of society.

COMPLETED APPLICATIONS SHOULD BE SENT BY EMAIL TO:

recruit@moonexecsearch.com

**FAO: SANDY HINKS, HEAD OF CHARITY PRACTICE,
QUOTING REF: MC2316**

CLOSING DATE FOR APPLICATIONS: 29TH JANUARY 2023

Preliminary interviews will be with Moon Executive Search virtually, followed by an interview with Your Park Bristol & Bath on Friday 3rd February.

Your Park Bristol & Bath has retained Moon Executive Search to manage this campaign and are therefore unable to accept CVs from third party agencies. All CV's and expression of interest received will be forwarded directly to Moon Executive Search for consideration.

On behalf of Your Park Bristol & Bath, Moon Executive Search would like to thank you for your initial interest in their Trustee opportunity.

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