

JOB DESCRIPTION: HONORARY TREASURER

Working in liaison with the Officers, the CEO and COO, the Honorary Treasurer leads the trustees in the oversight of the Landscape Institute's (LI) strategic financial management. While all trustees are collectively responsible for the management of the LI's resources, the Honorary Treasurer acts as the lead trustee in articulating the financial governance of the LI and plays an active role in ensuring that all trustees are fully able to understand the LI's financial arrangements and contribute to financial discussion and decisions. All Officers to work together to support each other, ensuring there are appropriate delegations of authority and oversight of those delegations in place.

Main Duties and Responsibilities

In addition to those duties and responsibilities performed by all trustees, the Honorary Treasurer will lead on:

- Chairing the Finance & Risk Committee in line with the terms of reference and reporting back to the Board. This committee usually meets on a quarterly cycle aligned to occur ahead of Board meetings linked to quarterly financial reporting cycles.

Finance and Business Development:

- Ensuring that budgets, accounts, management accounts and financial statements are scrutinised by the Finance & Risk Committee and are presented to the Board;
- Ensuring that all trustees are aware of their financial duties and responsibilities and are fully able to understand the LI's financial arrangements and contribute to financial discussion and decisions
- Ensuring that proper accounts and records are kept, ensuring financial resources are expended and invested in line with charity policy, good governance, legal and regulatory requirements;
- Being instrumental in the development and implementation of financial, reserves and investment policies and overseeing compliance with those policies;
- Liaising closely with the Chief Operating Officer;
 - Ensuring, in liaison with the COO that the LI has sound financial instruments for the control of the LI's assets;
 - Ensuring there are specific financial controls and systems in place and adhered to and overseeing their effectiveness;
 - Advising on the financial implications of the LI's strategic plan;
 - In liaison with the COO, ensuring that the LI's annual accounts are compliant with the current Charities Statement of Recommended Practice;
- Ensuring there is sound financial management of the LI's resources and that expenditure and investment is in line with the LI's objects and conforming to ethical and environmental principles;
- Pursue approaches that support working towards the LI's commitment to be net zero in terms of carbon emissions as an organisation by 2029.
- Ensuring there are formal and transparent policies and procedures to ensure the independence and effectiveness of audit functions and to satisfy the Board on the integrity of the financial and narrative statements;

- Taking a leadership role on reporting major financial matters to the membership eg making a formal presentation of the Accounts at each Annual General Meeting
- Ensuring best value to develop sustainable, ethical business development placing the Institute on sound footing;
- Oversee increased work on business development and realisation of new income streams ensure a sustainable financial future of the LI
- Provide constructive review of business cases for new or changed products or services from a financial & business perspective.

Risk:

- Ensuring there is a framework of prudent and effective controls, which enable risk to be assessed and managed;
- Be actively involved in risk discussions with the LI Board.

Audit:

- Ensuring that the accounts are scrutinised by independent auditors and liaising with the auditors;
- Monitoring and advising on the financial viability of the Institute after liaising with the auditors.

Person Specification

- Good understanding of financial management
- Recent and relevant financial / accounting experience
- Strong business and financial acumen
- Commitment and ability to work effectively and collaboratively with others
- Appropriate knowledge, skills and expertise to understand risk appetite and strategy
- Competence relevant to the sector
- Must be a current FLI or CMLI grade of membership of the Landscape Institute

Finance & Risk Committee: Main Duties

Finance and Business Development

- Consider and recommend to the Board for approval:
 - Draft Business Plan
 - Draft annual budget
 - 6 and 12 month management accounts
 - Draft financial statements
 - Risk register
 - Expenses policy
 - Reserves policy
 - Investment policy
 - RACI matrix linked to areas of financial controls policy
 - Financial implications of proposals
 - Medium to long term financial scenarios and options including income generation
 - Costs and benefits of operations
 - Reserves, property and investments
- Consider and approve:
 - Banking & investment arrangements.

Risk

- Advise the Board on risk appetite, tolerance and strategy and the risks the Institute is willing to take to achieve its long-term strategic objectives
- Seek assurance on the risks the Institute identifies as those to which it may be exposed
- Advise the Board on the likelihood and impact of principal risks materialising and the management and mitigation of risks to reduce the likelihood of their incidence or impact
- Monitor and review the effectiveness of risk management and internal control systems
- Oversee and seek suitable assurances regarding risk management.

Audit

- Monitor the integrity of the financial statements
- Review and challenge where necessary:
 - the application of significant accounting policies and any changes to them
 - the accounting methods used / accounting policies adopted and whether appropriate estimates and judgements have been made
 - clarity and completeness of disclosures
- Review the content of the annual report and accounts and advise the board on whether taken as a whole, it is a fair, balanced and understandable and provide the necessary information to assess the LI's performance, business model and strategy
- Keep under review internal control systems that identify, assess, manage and monitor risks
- Review the adequacy of arrangements for whistleblowing, detection and prevention of fraud and bribery and receive reports on non-compliance
- Consider and make recommendations in relation to the appointment, re-appointment, removal and remuneration of the auditors and oversee the relationship with them (including assessments of their independence and objectivity).