**London Community Land Trust**

**Treasurer**

The Treasurer performs a unique and dual role covering general board member responsibilities and responsibilities specific to the financial expertise of a Treasurer. The treasurer role is a voluntary position. The Board meets 8 times per year and there is one AGM annually.

As a Board Member

Our Board sets the strategy for the organisation, ensuring its financial stability and offering insights that help us to both ask and answer questions. It is responsible for ensuring good governance, the setting of policy and for directing the affairs of London CLT.

* Safeguard and promote the reputation, vision, mission, and values of London CLT.
* Review London CLT’s activities on a regular basis in order to confirm that it is pursuing its objectives as defined in its governing document, applying resources exclusively in pursuance of those objectives
* Ensure that London CLT complies with its governing documents, relevant legislation, and regulatory requirements.
* Determine the overall strategic direction and development of London CLT, by agreeing organisational polices, budgets and objectives, ensuring targets are set and performance is measured against those targets.
* Contribute wider and broader specific skills, knowledge, and experience which they may have to help the Board reach sound decisions.
* Ensure the effective and efficient administration of London CLT and its financial stability.
* Ensure that key risks are being identified, monitored, and controlled effectively.

The day-to-day running of London CLT is delegated to our Executive Director.

As our Treasurer

Our Treasurer ensures that effective and appropriate financial measures, controls, and procedures are put in place, reporting to the Board on the financial health of the organisation and the likely impact of Board decisions.

We are also potentially entering a period of growth and will need to ensure that our financial systems and processes keep pace, so that we can continue to manage our finances confidently and proactively.

* Advise on the financial implications of London CLT’s strategic plan, and offer overall strategic advice and guidance where needed, with particular reference to financial matters.
* Oversee the presentation of budgets, internal management accounts and annual financial statements to the Board.
* Ensure that proper accounting records are maintained, and that appropriate accounting procedures and controls are in place.
* Ensure that robust and comprehensive financial policies are in place and being implemented and support the development of policies covering financial reserves.
* Monitor and advise on the financial viability of London CLT.
* Oversee financial controls and adherence to systems, regularly liaising with Finance Manager.
* Oversee the development and implementation of systems for appraising, mitigating, and reporting corporate risk.
* Ensure that the London CLT complies with relevant legislation, regulations, and financial reporting requirements.
* Lead on the appointment of and liaison with external auditors and facilitate a meeting of the Audit, Risk and Development Committee (or its successor), at least annually, with the external auditors of London CLT to receive their audit report and report on the financial controls in place in London CLT.
* Attend regular Board meetings and the Annual General Meeting of London CLT, providing a Treasurer’s report to each meeting. The report may be written or oral.
* Attend the Audit, Risk and Development Committee meetings and chair those sections of the agenda relating to financial issues.
* Ensure that the Audit, Risk and Development Committee meets at least four (4) times in any financial year with additional meetings as required by London CLT operational requirements.

There is also an expectation for Board Members to:

* Read all papers and relevant correspondence in advance of Board/Committee meetings.
* Keep informed about the activities of London CLT and to keep abreast of the wider issues which affect its work.
* Declare any conflict of interest while carrying out the duties of a Treasurer and/or Board Member.
* Represent London CLT at functions and meetings when necessary.
* Participate in other tasks that may arise from time to time (such as interviewing new staff, helping with fundraising, and supporting employees).

What are we looking for?

* Qualified accountant with demonstrable commercial awareness and experience in financial management or accountancy.
* Passion for community action, affordable housing, and sustainability, together with an understanding of Community Led Housing.
* Proven ability to communicate and explain financial information to non-finance professionals, members and residents, the Board, and other stakeholders.
* Collaborative attitude and ability to work well with the Board, staff team, advisors, and stakeholders.
* Good independent judgement and analytical and evaluation skills.
* Excellent project and time management and related IT skills.
* Ability to self-manage and meet deadlines.
* Understanding and acceptance of the legal duties, responsibilities, and liabilities of being a Board Member and possess the highest personal standards of integrity and financial probity.