



## Fancy a new challenge as Trustee of a local charity?

**Action 21 is looking for a volunteer treasurer with finance experience and an interest in sustainability.**

### Who we are

We are a volunteer-based registered charity which aims to reduce waste, promote reuse, increase knowledge, and support our community in living more sustainably.

### Background

Action 21 was set up in 1996 by members of the Leamington and Warwick community to put sustainable development into practice at a local level. Over the years it has organised many projects to promote sustainability and income came from statutory funds, charitable trusts and membership fees as well as self-generated income.

Nowadays the main source of our revenue comes from the sale of donated goods and bikes at The Re-Useful Centre in Court Street, South Leamington where our volunteers PAT test small electrical items and we have a separate unit for the refurbishment of donated bicycles. Action21 is based in Leamington Spa, CV31 2BB.

Action21 is led operationally by a fulltime general manger, who is supported by a further 4 paid staff members and approximately 50 volunteers. It has a turnover of approximately £200,000/annum.

### The role

The Board of Trustees is the governing body of Action 21 responsible for ensuring that the organisation has a clear strategy, that it remains true to its original vision, and that it complies with all necessary rules and legal obligations.

Action21's Treasurer is a member of the Board with specific responsibilities for ensuring the charity is financially robust and compliant as well ensuring it is strategically positioned to deliver its objectives.

### What it involves

This is an unpaid role. The trustees meet about ten times a year on a weekday evening. The meetings take place online or face to face and last about two hours. Trustees may undertake other tasks depending on their area of responsibility. Trustees are encouraged to visit the Re-Useful Centre and some of them also volunteer there.

## **What does a Treasurer do?**

The role of Treasurer involves the following:

- To support and advise the General Manager on financial issues.
- Presents the monthly management accounts to the Board, together with any risks, issues or recommendations.
- Focuses on the financial health and stability of Action21, and explains and alerts the Board on this.
- Facilitates the preparation of the annual financial accounts, its audit and reports to the members on the financial performance at the AGM.
- Agrees financial policies and controls to ensure all financial transactions are recorded accurately and funds are safe.
- Oversees the financial planning process to agree an annual budget and 3 year financial plan.
- Oversees all payment and banking arrangements.

## **Who are we looking for?**

We would like to welcome applicants with expertise in financial management, financial reporting and budget setting. The role requires team work and good communication skills. Ideally a candidate may have financial qualifications. Previous experience as a trustee is not necessary.

## **What difference will you make?**

The Treasurer ensures Action21 remains financially healthy and compliant. Together with the rest of the Board this role sets the strategy to deliver Action21's objectives of increasing recycling and reuse in the community of Warwick District. By doing more, Action21 can directly support the environment and the climate emergency.

The role will develop your skills as a Non executive director and Trustee.

If you would like more information, send a message to [chair@action21.co.uk](mailto:chair@action21.co.uk). Have a look too at our website <https://www.action21.co.uk/> and follow us on Facebook @Action21(2010)Ltd.