



Job description

Are you a finance professional looking to make a tangible difference to the local environment in Monmouthshire? We are a small CIO with an entirely volunteer board of trustees. With a change in leadership and retiring senior volunteers, the organisation is reviewing its operations to ensure that it can continue to contribute to the conservation and restoration of flower-rich grasslands in Monmouthshire for years to come.

By joining our board of trustees, you will help to shape our financial strategy, strengthen organisational resilience, and assist us to evolve and adapt to new challenges and opportunities.

Monmouthshire Meadows Group

Monmouthshire Meadows Group is a small membership-based organisation. We own or manage 3 small grassland reserves in Monmouthshire. Our members and supporters include owners of meadows small and large; organic and regenerative farmers; and community groups looking after churchyards and public lands.

Our strategic objectives include but are not limited to:

- Ensure that our three reserves are managed for biodiversity
- Improve connectivity across the landscape
- Increase community engagement

We are governed by a small committee of Trustees. More details can be found on our website:

<https://monmouthshiremeadows.org.uk/>

Key Responsibilities:

As a small organisation with no paid staff, all trustees contribute in some way to the day-to-day running of the organisation. Additional duties of the Treasurer:

- Strategic Oversight:
 - Monitor the financial health of MMG and report to the Board bi-annually
 - Set and oversee annual budgets and ensure that we stay on track
 - Advise trustees on the financial impact of decisions
- Compliance:
 - Oversee annual accounts
 - Ensure that we meet Charity Commission / Companies House requirements
- Book-keeping:
 - MMG is reliant on fees, donations and gift aid receipts. In the absence of any paid staff, the treasurer may be required to undertake some book-keeping or to oversee the work of a volunteer to undertake this.
 - The Treasurer will be responsible for Gift Aid submissions to HMRC
 - Oversee income and expenditure on our reserves.
- Organisational governance:
 - As one of the lead officers the Treasurer will support the Chair with organisational governance including risk management.

Who We're Looking For:

We need someone who is organised, has good communication skills, and shares our values.

- Financial Expertise: A background in accounting, bookkeeping, or financial management

- Clarity: The ability to explain financial matters to non-finance trustees in plain English
- Commitment: A desire to help our small organisation scale sustainably

Why Join Us?

- Make an Impact: Directly influence the success of a small charitable organisation that impacts positively on your local environment
- Governance Experience: Build your CV with Board experience
- Networking: Connect with a diverse group of passionate professionals.

Time commitment:

This is an unpaid volunteer role. As a minimum Trustees are expected to attend:

- Four trustee meetings per year
- Bi-annual members' meetings including Spring AGM and Autumn meeting with an external speaker and refreshments

There is also a reserves management sub-committee which meets twice a year. All trustees contribute to reserve monitoring and maintenance, and community engagement events.