



Saving Britain's Wildlife

Mammal Society - Honorary Treasurer Vacancy – September 2021

The **Mammal Society**, established in 1954, is a small UK wide charity advocating science-led mammal conservation.

One in four of our native mammals is threatened with extinction and many others are in decline. With Britain now recognised as one of the most nature-depleted countries in the world, urgent action is needed. We are working to give our wildlife a better future by:

1. Keeping a constant watch on the conservation status of our mammals and making this information freely available.
2. Making conservation more effective by providing guidance on what to do and where to do it.
3. Educating the public and professionals about wild mammals, training people to survey them, and sharing the latest research.
4. Working in partnership to restore native mammal populations and re-establish functional ecosystems.

We are seeking a qualified accountant, preferably with some experience of the charity sector, to replace our retiring Honorary Treasurer. The role is well supported, as the charity's part-time Finance and Membership Officer is a part-retired Chartered Accountant. She has a wealth of finance/business experience, including some in the charity sector. Thus, the new Honorary Treasurer will be able to concentrate on the strategic aspects of the role, rather than being partly hands-on, as may be more usual in a small charity.

Where the Charity is based:

Home based, with quarterly meetings in central London or online.

Closing date: 02/10/2021

Web address of Charity: www.mammals.org.uk

Name and contact details for enquiries about role:

Rodger Pressland, Honorary Treasurer.

email: treasurer@themammalsociety.org

telephone: 023 8001 0982

Mammal Society Honorary Treasurer Role

The role of the Mammal Society's Honorary Treasurer is to oversee the financial administration of the charity and to keep the board of trustees fully apprised of the charity's financial position. These duties are to be carried out in line with best practise for the sector, ensuring that the charity remains compliant with its governing document, any legal requirements and any external regulatory requirements as required by the charity SORP and the Charity Commission, as the relevant regulatory body.

The main duties and responsibilities of our Honorary Treasurer include, but may not be limited to:

- **Leading the board in its duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested (where appropriate) and economically spent, in accordance with good governance, legal and regulatory requirements.**
- **Leading in the periodic review of the charity's financial reserves, investment (where/when appropriate) and cost management policies.**
- **Overseeing and presenting annual budgets, quarterly internal management accounts, including cash flow forecasts, and the annual statutory financial statements, to the board of trustees.**
- **Overseeing the regular review of the charity's system of internal financial controls.**
- **Overseeing, together with chief executive, the role of the Finance and Membership Officer.**
- **Overseeing the charity's financial risk management process.**
- **Monitoring and advising the board on the ongoing financial viability of the charity and on the financial implications of the charity's strategic plan.**
- **Liaison, at board level, with the charity's independent reviewers, in respect of their review of the charity's annual statutory accounts and any related matters arising.**
- **Ensuring, together with the Honorary Secretary, that the charity complies with the annual filing requirements of both the Charity Commission and Companies House.**
- **Ensuring, in conjunction with the Finance and Membership Officer, that the charity fulfils its payroll and pension obligations in respect of making accurate and timely payments to staff, HMRC and our third party pension provider (NEST).**