



If you love the countryside and enjoy being outdoors you'll understand why FarmAbility brings such benefits to people with learning disabilities!

www.farmability.org.uk

We are looking for a Treasurer trustee to oversee our financial affairs. Could that be you?

FarmAbility is based in Oxfordshire and works alongside adults with learning disabilities and autism (our co-farmers) so that they can lead a more purposeful life; work outdoors, try new things in a supportive environment, make new friends and develop new skills and confidence. We are a person-centred organisation and we focus on our co-farmers abilities not their disabilities.

We have partnerships with a number of rural locations and farms in Oxfordshire who provide a welcoming opportunity for people with learning disabilities to learn new skills and develop some independence. We grow vegetables and flowers, we look after animals, we turn our hand to fencing and other land management skills and do woodwork as well. We are a "can do" organisation and the locations who so generously host us enjoy meeting and working with our co-farmers and are often surprised at just what we can do. We have occupational therapists on our team who help each individual co-farmer to find their potential and to have fun.

FarmAbility has been a CIO since 2013 and our office is based in Eynsham, with various sites located within a 15 mile radius of Oxford. We currently provide opportunities for 60 co-farmers and we are planning to expand. There are 6 trustees on our board and we are looking to recruit one more. We have a team of 15 employees (mostly part-time) and around 28 regular volunteers. For FYE Sept23 our income was just below £300k.

We have a member of staff who is responsible for bookkeeping and who works closely with the Treasurer. Our Treasurer is responsible for overseeing our finances and ensuring that they are legal, constitutional and within accepted accounting practices. We ask them to provide regular financial information to the other trustees and stakeholders and to oversee our annual Report and Accounts. We are looking for someone who is able to provide a financial perspective to our CEO and Chair, including the encouragement of cost control and value for money, as we look to expand our activities. Experience and skills would include: knowledge of bookkeeping and financial management; good financial analysis skills, and; an ability to communicate clearly.

For more information about our work see: www.farmability.org.uk

To discuss further, please contact our Chair, Roz Warren, roz@farmability.org.uk

Overall purpose: To ensure that the finances of the charity are safeguarded.

General

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Meet with the Chief Exec as required for financial oversight.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Ensure that the necessary financial reports/returns/ accounts are filed.
- Lead on financial oversight and provide regular reports to the board to ensure effective shared responsibility and solvency.

Accounting and book-keeping

To ensure:

- that proper records are kept according to accounting standards
- that sales invoices are raised and monies collected promptly
- that supplier invoices are paid within agreed terms
- that appropriate controls are in place to minimize the risk of fraud or other losses
- that any surplus funds are appropriately managed to avoid risk whilst maximizing investment income

Financial reporting

To ensure that Trustees and other stakeholders receive regular financial information, including:

- Annual Report & Accounts
- Quarterly management accounts to Trustee meetings
- Annual budget for approval by Trustees
- Any other information needed to ensure that Trustees are aware of the financial implications of decisions and issues

Payroll

To advise Trustees on remuneration policy, and in particular:

- liaise with the Chief Executive and Chair to agree a proposed annual pay review to put to the Trustees for approval
- approve any interim individual pay changes or new appointments proposed by Chief Exec (in consultation with Chair)
- ensure that legal requirements are complied with, including workplace pension

Budget

To review the draft budget produced by the Chief Exec to ensure it is realistic, achievable and appropriate to the level of reserves.

Other

To provide a financial perspective to the Chief Executive – including the encouragement of cost control and value for money. To liaise with the auditors to provide external review of the Report & Accounts and of financial controls. To contribute as a trustee to strategic planning and decision-making.

Anticipated Time Commitment

3-4 hours per month, PLUS 4 x in person/ online board meetings per year (usually at or close to our office in Eynsham- OX29). Occasional ad hoc in person/ online meetings.