

# Role profile: Animal Welfare Foundation

## Treasurer

### Purpose of role:

The Treasurer oversees the financial management of the charity, ensuring funds are used responsibly, transparently, and in line with the organisation's charitable aims. They act as the Board's lead on financial matters and help safeguard the charity's long-term sustainability. As a member of the Board they will have shared legal responsibility for the Animal Welfare Foundation (AWF) and are responsible for providing strategic direction to achieve AWF's mission and safeguarding its good name.

### Key responsibilities:

- Make strategic, financial and governance decisions together with the Board.
- Support the Charity Operations Manager to deliver the charity's strategy.
- Scrutinise trustee meeting papers and attend trustee meetings (in person and virtual).
- Working with the Charity Operations Manager and the BVA Finance Manager ensure financial records are accurate and compliant, and present and update Trustees on the financial position of AWF.
- Make recommendations to the Trustees on strategic financial planning, working with the Charity Operations Manager to set the annual budget.
- Lead on the production of the accounts for the annual report liaising with external accountants and examiners.
- Lead on the monitoring of AWF's land assets in conjunction with the Charity Operations Manager, the BVA Finance Manager and the land agent.
- Develop AWF's reserves policy working with the Charity Operations Manager.
- Keep updated on the charity's activities and actively advocate for the work of AWF to improve engagement and reach.
- Draw on any business and personal connections and experience to enable the development of supportive partnerships.
- Understand and assess the merit of funding applications made to the charity with reference to AWF's aims and mission.
- If able, sit on one or more of the charity's sub-committees, which focus on particular areas of AWF's work such as professional education or research grants.
- Provide ideas for topics and speakers for AWF's Discussion Forum and other debates.
- Contribute to AWF activities such as delivering student talks, supporting fundraising and attending the annual Discussion Forum.
- Occasionally represent AWF at external events and meetings.

## **Knowledge, skills, and expertise:**

### **Essential**

- Strong financial literacy with the ability to confidently analyse and understand accounts, budgets and financial statements.
- Thorough attention to detail, able to spot inconsistencies and ensure accuracy.
- Commitment to the charity's objectives, aims and values.
- Willingness to devote time to carry out responsibilities.
- Good independent judgement, political understanding, impartiality and the ability to think objectively in the context of the organisation and external environment.
- Understanding and acceptance of the legal duties, governance responsibilities and liabilities of trusteeship.
- Ability to work successfully as part of a team, communicate effectively with others and think creatively.
- An understanding and interest in animal welfare issues.

### **Desirable**

- A professional background in finance management or accounts.
- Experience of Charity financial management.
- Previous experience as a Trustee or Governor
- A sound understanding or education and research
- Animal welfare expertise

## **Other information:**

Attendance at external events, including occasional overnight stays within the UK, is required.