

Cornwall Community Flood Forum Honorary Treasurer Role

Description

Cornwall Community Flood Forum (CCFF) is a Charitable Incorporated Organisation (CIO) open to everyone in Cornwall with an interest in flood risk – its causes, how to prepare and how to recover. Our Forum is supported by Cornwall Council, the Environment Agency, South West Water and many other organisations but it was set up, and remains, as a community-led group, very much driven by those caring for their communities and its environment.

We in the Cornwall Community Flood Forum work tirelessly to support communities, homes and businesses to become more resilient to the impacts of flooding and we do this by:

- raising awareness about current and future flood risk to communities, businesses and schools.
- helping communities in preparing for flooding and facilitating post flood recovery.
- leading community flood warden training for communities at risk in Cornwall.
- working with others to form partnerships and share experience and knowledge with others.

You can find out more on our website: <https://www.cornwallcommunityfloodforum.org.uk/>

Key Tasks

- To keep a record of the day-to-day income and expenditure
- To prepare financial updates for the Trustee Quarterly Board Meeting (Dashboard report)
- To advise and assist the Officer, Chair and Trustees on financial matters such as affordability
- To support the Officer and Chair with funding agreements and contracts
- To prepare quarterly invoices for the Environment Agency's and Cornwall Council's grant contributions
- To co-sign for expenditure
- To monitor the CCFF bank account held at NatWest

Annually

- To submit the annual return to the Charity Commission
- To assist the Forum's external finance auditor to write the financial report section of the Annual Report
- To liaise with the Forum's external finance auditor to provide the records required for verification of the accounts at the AGM

Knowledge/Experience Required

- Some previous experience with charity/public sector funding and contracts is helpful
- Numeracy
- Ability to use excel is useful

Time required to fulfil duties: on average approx. 1 hour per week. Can be done remotely.

How to apply:

The role would begin whenever the person is ready to start and there is no deadline by which you need to have made an application.

To express an interest or to find out more information about the role, please contact Gitty Ankers, the Chair of CCFF, either by email at gittyankers7@gmail.com or by phone on 07768 278579.

The appointment will be made by the Trustees after the applicants have sent through a brief CV detailing who they are, what they have done, and any relevant experience.