

Job Description – Treasurer for Love Our Ouse



Role Title: Volunteer Treasurer (Part-Time)

Organisation: Love Our Ouse (Community Interest Company)

Location: Remote / Hybrid with occasional meetings in the River Ouse catchment

Time Commitment: Approx. Approximately 8 hours per month (flexible)

Reporting to: Board of Love Our Ouse

Remuneration: Voluntary (expenses may be covered where agreed)

About Love Our Ouse

Love Our Ouse is a community-led organisation dedicated to strengthening people's connection with the River Ouse and supporting the practical implementation of the River Ouse Charter of Rights. Through celebration, learning and action, we enable communities and stakeholders to care for and regenerate the river from source to sea.

In the three short years of its existence, **Love Our Ouse (LOO) has made an impact far beyond its size:** it has conducted numerous activities to inspire communities to learn, care and act for their river and led them in the **first successful campaign to see a river in the UK have its rights recognised by a council.** This ground breaking achievement has since inspired a national movement for river rights that puts the needs of rivers and communities at the heart of their governance.

It has done all this despite being run, largely by volunteers and with extremely limited resources. Its recent **nomination for the Kings Award for Voluntary Service** reflects these accomplishments.

However, **these successes have presented new challenges which we will need to rise to.** They have led to increased demand, both locally and nationally, on how communities can be deeply engaged in the regeneration of rivers and how a river's rights can in practice be upheld. This demand is not matched by our current capacity.

We now seek to consolidate and build upon our successes by **strengthening our institutional capacity, build partnerships and scale-up our activities** to support communities to celebrate, learn and act to uphold the rights of the local river they love: the Ouse.

Role Purpose

The Volunteer Treasurer provides financial oversight and guidance to Love Our Ouse, helping ensure that the organisation is financially responsible, transparent and sustainable. The Treasurer works closely with the Directors to maintain accurate records, support budgeting and ensure compliance with relevant financial and regulatory requirements. Initially this will focus on day-to-day bookkeeping only. As the organisation grows there may be scope for you to be involved in financial governance and oversight.

Key Responsibilities

- Transition LOO to new accounting software
- Support the transition to using Xero accounting software

Day to day book keeping

- Preparing and paying invoices
- Income and expenditure payments
- Assigning income and expenditure to project strands

Financial Oversight

- Monitor the organisation's financial position and cash flow.
- Develop income and expenditure reports and bank reconciliations.
- Provide financial insight to support strategic decisions.

Budgeting & Planning

- Support the preparation of annual budgets and financial forecasts.
- Advise on financial implications of projects and funding applications.
- Help build financial reserves and sustainability planning.

Reporting & Compliance

- Ensure appropriate financial records and controls are in place.
- Present simple financial summaries to the Board at regular meetings.
- Support preparation of annual accounts and reporting requirements relevant to a CIC.
- Liaise with independent examiners or accountants where required.

Potential future role: Governance & Advice

- On occasion, contribute to Board discussions and organisational strategy.
 - Advise on financial policies, risk management and ethical funding considerations.
 - Help maintain transparency and accountability to funders and stakeholders
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Person Specification

Essential

- Basic financial literacy and confidence working with budgets or accounts.
- Organised, reliable and detail-oriented.
- Ability to explain financial information in plain language.
- Willingness to work collaboratively with a small volunteer board.
- Familiarity with accounting software or spreadsheets.

Desirable

- Experience as a treasurer, trustee or finance officer in a charity/CIC.
- Understanding of UK not-for-profit financial reporting requirements.

- Experience with grant budgeting or small-organisation finance.
 - Alignment with environmental and community-centred values.
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Key Skills

- Numeracy and attention to detail
 - Clear communication
 - Integrity and discretion
 - Strategic thinking
 - Collaborative working style
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Time Commitment & Meetings

- Attendance at quarterly board meetings (online or in person).
 - Occasional additional time during budgeting or annual reporting periods.
 - Flexible scheduling around personal commitments.
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Support Provided

- Induction into Love Our Ouse's mission, structure and financial systems.
 - Access to existing financial templates and tools.
 - Ongoing support from Directors and, where needed, external accountants.
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Potential Benefits for Volunteer Treasurer Applicants

1. Meaningful Environmental Impact Direct, visible contribution to a nationally recognised Rights of Rivers initiative and the protection and regeneration of a unique river and its communities.

2. Governance & Board-Level Experience Experience operating at director / trustee level within a Community Interest Company.

3. Professional Skill Development Practical experience in small-organisation financial oversight with exposure to budgeting, forecasting and financial controls in the not-for-profit sector.

4. Career Credibility & Transferable Value Demonstrable finance or governance experience for careers in charity, sustainability, public sector or corporate responsibility roles with strong reference potential from board members.

5. Network Expansion Connections with environmental NGOs, councils, regulators, academics and funders with opportunities to attend stakeholder meetings, events or conferences.

6. Flexible Commitment

- Low, predictable monthly time requirement.
- Remote or hybrid participation possible.
- Suitable alongside full-time employment or other voluntary roles.

7. Personal Fulfilment Alignment with environmental, community or social justice values.

8. Pathway Opportunities Potential progression to trustee, advisory or paid finance roles if the organisation grows.

In essence: the role offers **impact, credibility, learning and networks** with a manageable time commitment – a combination that appeals to early-career finance professionals, mid-career changers, and experienced accountants seeking purposeful engagement.

To apply for this position, **please provide your CV and a covering letter explaining how you meet the person specification and key skills.**

For an informal chat about the role, please email info@loveourouse.org

Please email your application to info@loveourouse.org

Closing date for applications: 23.59hrs 6th May 2026.

Love Our Ouse welcomes applicants from all backgrounds and is committed to inclusion and equal opportunity.