



## Visit Exmoor

### Treasurer

Visit Exmoor is the tourism organisation for Exmoor, with a clear mission to promote Exmoor as a visitor destination to the benefit of our members and our geographical area. In addition we provide business support services to members and also deliver service based contracts for our local authorities and partners. We are currently working towards becoming incorporated as a Community Interest Company. Directors of a CIC occupy an important position of trust and the directors are also responsible for ensuring that the company meets its statutory and other obligations.

#### **Non Executive Board Member - Treasurer to the Visit Exmoor Board – Voluntary Role with allowance**

The required time commitment will, depending on the individual and on the degree to which he/she liaises with other Executive Committee members and contractors.

- Taking into account of the need to report to and attend five Committee meetings a year, plus AGM and provide financial overview to some sub-committee meetings, representing Visit Exmoor occasionally at industry and stakeholder meetings. In addition time is likely to be taken up in thought, discussion with members, volunteers and contractors and telephone consultation. This is likely to require approximately **18 days a year**.
- Reasonable Expenses will be paid subject to pre-approval from the Chairperson.
- There is a small allowance available (the Treasurer can elect not to take this allowance) of £1,055.52 per annum, paid monthly.
- It is expected that the Treasurer will have their own phone, laptop or computer.

#### **The Treasurer to the Visit Exmoor Board should be able to demonstrate:**

- Ability to bring personal knowledge and experience to bear on Visit Exmoor's activities.
- Familiarity with accounting software including Quickbooks.
- Skill in financial monitoring and a working knowledge of financial governance in relation to voluntary organisations together with ability to liaise with external auditors and accounting professionals on behalf of Visit Exmoor.
- Intellectual capacity to grasp issues outside personal experience and to take a strategic view.
- Ability to guide contractors on budgets and financial management and to make regular financial reports to the Committee in agreed formats .
- Capacity to command respect and represent Visit Exmoor, having a good understanding of both the commercial and local authority agendas.
- Willingness to be involved in Sub-Groups and in overseeing preparation of financial aspects of grant applications.
- Readiness to speak in public, in person or online and an eagerness to represent Visit Exmoor.
- No undisclosed conflict of interest. Absence of current active association with any organisation or link with any interest which could conflict with Visit Exmoor's activities.
- Working to Visit Exmoor's stated strategy and vision and adhering to Visit Exmoor's process, policies and guidance.
- Working knowledge of Microsoft Office.

**Personal qualities will include**

- To be a passionate advocate and ambassador of Visit Exmoor, its purpose and its work.
- Possession of relevant network of contacts and capacity to make new links for the organisation
- Objectivity, fairness, independence of mind, integrity, wisdom, discretion and good diplomatic skills
- Strategic vision and ability to focus on practical issues
- The necessary time to be an effective officer of the Executive Committee
- Good team player, working in small 'officer' team with Hon Secretary, Chairperson and Vice Chairperson
- No undisclosed conflict of interest

**Application Process:**

We are open for applications until 11am on Friday 18<sup>th</sup> November 2021.

If you are interested in applying, please send CV and covering letter outlining why you believe you are a strong candidate for this role to [honsec@visit-exmoor.co.uk](mailto:honsec@visit-exmoor.co.uk)

**Please note:** We are not able to consider applications that do not include both a CV and covering letter.

**Inclusivity Statement:**

Visit Exmoor celebrates diversity. We treat everyone equally and our consideration of any board member, employee or contractor applications are based solely on a person's merit and qualifications directly related to professional competence. Visit Exmoor does not discriminate against any board member, employee, contractor or applicant because of race, nationality, colour, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, marital status, pregnancy or related condition (including breastfeeding) or political beliefs. We place an obligation upon all employees and contractors to respect and act in accordance with the policy.