

Role of Treasurer to the Board

To maintain effective governance of the Lorna Young Foundation's (LYF) affairs, ensuring its financial viability and ensuring that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

Key Responsibilities

1. Strategic

- To assist and advise in the formation of the LYF's strategy and strategic planning, with particular regard to ensuring that the LYF has the resources to deliver the strategy.

2. Financial

- To ensure that the Board receives appropriate budgetary and financial information on the activities of the LYF including Annual Accounts
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation;
- To oversee the appointment of an accountant to inspect the annual accounts
- Provide oversight of the administration and payment of staff salaries and consultant fees. Oversee link to Nest pension scheme where requested by staff and its administration
- Support the executive team and the LYF's bookkeeper/finance officer, when required, with advice on project budgets and funding applications

3. Assets and Investments

- To ensure that the LYF has an appropriate investment policy where the Board has decided this is necessary
- To ensure that the LYF monitors the performance of its investments and to set any appropriate reserves policy
- To ensure equipment and any assets are maintained and accounted for.

4. Governance

- To ensure the Board is aware of its financial duties and responsibilities and the need to comply with all legislation
- To ensure that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis

General responsibilities of an LYF Trustee

In addition to the responsibilities outlined above, the Treasurer, as a Trustee, has the following general responsibilities:

- Contribute actively to the Board of Trustees' role in giving strategic direction to the LYF, setting overall strategy and policy, setting targets and evaluating performance against agreed targets;
- Ensure the financial stability of the organisation and the proper investment of the LYF's funds where this is relevant;
- Ensure the LYF applies its resources exclusively in pursuing its objectives;
- Ensure the effective and efficient administration of the LYF;
- Safeguard the good name and values of the LYF;
- Declare any conflict of interest while carrying out the duties of a Trustee;
- Be collectively responsible for the actions of the LYF and other Trustees;
- Participate in other tasks as they arise from time to time, such as interviewing new staff, helping with fundraising;
- Attend meetings and subcommittee meetings (most are virtual/online) as appropriate and read papers in preparation for the meeting;
- Keep informed about the activities of the LYF and wider issues which affect its work.

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues, to the area of the LYF's work in which the Trustee has special expertise.

Contextual Information

The Lorna Young Foundation was founded in 2003 after Lorna Young, a founder of Cafe Direct, who single-handedly achieved the first placing of fairly traded products in British supermarkets.

We work to support rural farming communities in low income countries to gain more value from the crops they grow – informing them about ethical certification schemes, how to improve crop yields, counter climate change impacts and to take more control of their own livelihoods. Our flagship **Farmers' Voice Radio** initiative has trained and supported rural communities across Africa, Latin America and Asia to create and run their own community radio programmes, reaching millions of people in remote areas where other forms of communication are redundant.

We also work with marginalised communities in the UK through our **Not Just Us**

programme, providing them with skills and support to create ethical enterprises, and with an appreciation of humanity's collective global connectivity and interdependence.

This is a unique and exciting chance to join an unusual 'small but mighty' charity as our Treasurer to support us on our strategic financial approach and assist with our operational and reporting requirements. We seek a like-minded individual who cares about ethics, social justice and the alleviation of poverty to join our Board of Trustees. This is a voluntary, strategic governance role, central to ensuring the integrity, transparency, and long-term financial sustainability of our Foundation.

Necessary Experience

Candidates do not need to have been a trustee before, but they will need to have a good understanding of charity accounts, or a willingness to learn, if their experience is in the commercial sector.

This role includes oversight and guidance to ensure the Foundation's resources are managed responsibly and effectively to maximise impact. The ideal candidate will be:

- Experienced in financial management with a good understanding of charity finance (or a willingness to learn if experience is commercial sector only), knowledgeable in bookkeeping and willing to oversee production of annual accounts and reports.
- A strategic thinker with ability to balance risk and opportunity and financial analysis skills to support bids and fundraising activities.
- A clear communicator with ability to explain financial information to the Board of Trustees.
- An enthusiastic contributor, willing to play an active role in the development of the Foundation, specifically in areas such as forecasting, setting budgets, and liaising with auditors.

The Treasurer role is voluntary and unpaid; time requirements vary but will require on average a one day a month commitment including Quarterly Trustee board meetings.

This is a unique opportunity for the right candidate to use their financial expertise to drive social good. As part of our Board of Trustees, they will contribute directly to the growth of a small but ambitious charity making a meaningful difference to marginalised people's lives in the UK, Africa and Latin America.

We believe that diverse governance leads to better results and we actively welcome applications from all candidates so that we can represent all – including

those with disabilities and those from different gendered, race, religion, cultural, educational or class backgrounds.

APPLICATION PROCESS:

Please send a CV with a brief covering letter to: projectmanager@lyf.org.uk

Deadline: **Fri 27 Feb 2026**

www.lyf.org.uk

www.farmersvoiceradio.org

www.notjustus.org.uk



LORNA YOUNG FOUNDATION