



## Can you help guide the future of St Werburghs City Farm as Finance Lead Trustee?

We're looking for a passionate Treasurer who can proactively work with the Board, Director, Operations Team and Staff to guide the charity and strengthen our community services. Previous board/trustee experience is not necessary, and we welcome applications from all ages and backgrounds. Deadline for applications is Monday 22<sup>nd</sup> June 2026.

Meetings are held 6 times per year, currently on Monday evenings.

**We take care of this Farm  
TOGETHER**



The Farm is an inner-city community hub for land-based opportunities. Situated 1.5 miles from Bristol city centre, we manage more than 18-acres of green space including a 2-acre smallholding, a 1-acre community garden, a 2.5-acre conservation site and 13 acres of community allotments.

The Farm understands the importance of green space for collective health and well-being, which is why all our work is based on strengthening the connections between land, animals and people. We know that enjoyment of green space, access to local food, and opportunities in the agricultural sector are not equal, and we are committed to addressing this imbalance in our work. We appreciate that everyone has skills,



experience and assets to share, which is why we base our approach on co-design and delivery with and for our community.

We provide services for adults with learning disabilities, young people struggling in mainstream education, adults experiencing mental ill-health, and people of all ages who face disadvantage or marginalisation.

A diversity of skills and experiences makes a healthy board and to lead a charity successfully a board needs to represent its beneficiaries. We recognise that our board would be stronger with the addition of the following skills/experiences:

- Experienced charity accountant / finance professional
- Legal support experience

We are particularly interested in applicants from global majority communities because we want to ensure our Board reflects the diverse communities we serve. We are also interested in applications from people with lived experience that is relevant to our participants.

We'd also like to hear from you if you're passionate about what The Farm does and are keen to be involved.





### **The main tasks undertaken by trustees include:**

- Contributing to and setting the strategic direction of The Farm: Defining goals, setting targets and evaluating performance.
- Monitoring the financial performance of The Farm and ensuring it operates within its means whilst putting the interests of our beneficiaries at the front of our decision-making process.
- Actively seeking to understand and also further the strategic objectives of The Farm.
- Supporting relevant staff members.
- Attending board meetings and Farm events.

### **The specific responsibilities of the treasurer**

- Supporting the Finance Manager by providing advice and support routinely and as required.
- Overseeing the presentation of budgets, management accounts and annual financial statements to the Board of Trustees.
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and income and cost management.
- Monitoring and advising on the financial viability of the charity.
- Overseeing financial controls and adherence to systems, regularly liaising with the Director and Finance Manager.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process.
- Ensuring income generation opportunities are maximised.
- Monitoring the management of the charity's financial risks, in conjunction with the Board's more general oversight of charity risk.
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission and/or the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities and liaising with the Director and Finance Manager to develop the financial understanding of the Board of Trustees.

### **Person specification**



- Senior/Executive finance management experience in an organisation of similar size, structure and complexity
- A knowledge of charity finance/ charity SORP is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial experience, will be required.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors
- Previous Trustee or Non-Exec experience would also be desirable.
- Qualified Accountant who has had exposure to complex financial operations would also be desirable.



### **What makes a great trustee:**

- Willingness to get involved
- Collaborative, positive, confident and honest
- Able to work independently
- Commitment to equity, diversity, inclusion, and accessibility
- Passionate about our community and City Farms
- Commitment to environmental sustainability
- Capacity to get involved with Farm activities
- An interest in charity governance



Being a trustee is an excellent way to develop your management and leadership skills, gain experience to help you progress your professional career, and develop transferable skills that make interesting differentiators on your CV.

Previous trustee experience isn't necessary to join our board. You'll be part of a trustee induction process, mentoring system and have access to training and support to help you develop your skills. If you're passionate about what The Farm does and keen to get involved, we want to hear from you.

### **How to Apply**

1. Send an email with your contact info, a letter about why you want to join, and a CV to [office@swcityfarm.co.uk](mailto:office@swcityfarm.co.uk) by **Monday 22<sup>nd</sup> June at the latest**.
2. We'll review your application and may invite you to join an informal chat or observe a meeting.
3. If it feels right for both of us, you'll join as a trustee after a quick membership process and background check.

If you have any questions, please contact Farm Director Jenny on [director@swcityfarm.co.uk](mailto:director@swcityfarm.co.uk) who will put you in touch with one of the current Board of Trustees for an informal chat.

Thank you for your interest in supporting St Werburghs City Farm!