

# Llanymynech Limeworks Volunteer Treasurer Description



## Who We Are

The “LLIMEYS” as we are commonly known, is a group of people who have come together with the common interest of preserving Llanymynech Limeworks for future generations.

The Limeworks ceased operations in 1914, about the time of the outbreak of WWI and lay derelict for decades before being purchased from the Earl of Bradford’s estate by Shropshire Council in 1970. The limestone quarries were leased by the Earl of Bradfords estate to the Shropshire Wildlife Trust (English quarry) and the Montgomeryshire Wildlife Trust (Welsh quarry).

The Hoffmann kiln and Chimney and the two Draw kilns next to it were given Grade II listed building status on 21 October 1987 and the Limeworks was declared a Scheduled Monument on 14 July 2006. On 28 September 2020 the Limeworks was awarded Local Nature Reserve status.

2006 to 2009 saw large scale conservation works carried out with a grant from the Lottery Heritage fund and English Heritage. Since then, the site has been largely maintained by the efforts of our volunteers.

## General

The Llanymynech Limeworks is owned and managed by Shropshire Council. As volunteers we work within any boundaries set out by the Council and should consult with their representative on all matters affecting the well-being of the Limeworks.

The Llanymynech Limeworks Volunteer Treasurer is the focal point for all of the financial activities carried out by the LLIMEYS, including:

- Managing the LLIMEYS bank account.
- Overseeing the financial affairs of the organisation and ensuring they are legal, constitutional and within accepted accounting practice.
- Ensuring proper records are kept and that effective financial procedures are in place.
- Monitoring and reporting on the financial health of the organisation.
- Overseeing the production of necessary financial reports/returns, accounts and audits.

Currently there is no reimbursement for time or expenses available, however this policy is subject to review by the committee should the funding become available.

## Key Skills

- Knowledge and experience of current and fundraising finance practice, relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management
- Good financial analysis skills
- Ability to communicate clearly

## **Tenure**

The Llanymynech Limeworks Treasurer shall be elected at a General meeting of members and serve for a maximum period of 5 years. An individual may be elected to serve successive terms, but will always be subject to the 5-year tenure rule.

The Treasurer should ensure that a successor is found before the term of office finishes.

## **Financial Duties**

The Treasurer is expected to undertake all finance duties including:

- Liaise with relevant staff, committee members and volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
  - Cheque signatories
  - Purchasing limits
  - Purchasing systems
  - Petty cash/ float
  - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors or independent examiner.