

# TRAFFIC<sup>®</sup>

## CANDIDATE PACK FOR TREASURER

October 2024



# WELCOME

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Thank you for your interest in becoming our new Treasurer on our Board of Trustees.

TRAFFIC is a leading non-governmental organisation working to ensure that global trade in wild species is legal and sustainable, for the benefit of the planet and people. At a time of unprecedented biodiversity loss, our organisation provides evidence, solutions and influence to combat environmental degradation and ensure a nature-positive future.

Our [2030 Strategy](#) sets out our ambitious vision for transformational change and the impact we want to have on the ground. Turning that vision into reality will require the extensive deployment of expertise at every level of our larger organisation, and this includes our Board in its vital strategic leadership role.

TRAFFIC was established almost 50 years ago as a joint initiative of WWF and IUCN. In 2017, TRAFFIC's governance framework was restructured to increase its independence, and the Board of Trustees is currently completing a review of the governance arrangements to further strengthen TRAFFIC's independence and position us for the future.

We are now looking for a new Trustee to join us who will also act as our Treasurer, overseeing the financial and operational matters of TRAFFIC in line with good practice and ensuring that effective financial measures, controls and procedures are in place, and are appropriate for the charity.

We are very open to where your experience may come from so long as you bring deep experience of financial management and oversight, gained at leadership level with the ability to clearly communicate and explain financial information to a range of audiences. Whatever sector your expertise has been gained in, you will have an excellent understanding of good governance and financial management (ideally gained on the board of a not-for-profit organisation) and be a strategic thinker with the ability to probe and appropriately challenge both the Executive Team and Board colleagues, deploying a collaborative approach and sound judgement.

We are committed to promoting equality, valuing diversity, and working inclusively across our entire organisation. TRAFFIC wishes to encourage applications from experienced leaders drawn from a wide variety of backgrounds who can drive and inspire change. We particularly welcome applications from under-represented groups, and candidates with disabilities.

If you share our passion for the natural world and want to help us achieve our vision, we'd love to hear from you.



**Justin Mundy, Chair of the Board**



**Richard Scobey, Executive Director**



# ABOUT TRAFFIC

## WHAT WE DO

Trade in wild species is one of the world's most pressing conservation and development challenges. Global supply chains for wild plants and animals provide livelihoods for hundreds of millions of the world's poor. At the same time, illegal trade – one of the most profitable criminal activities worldwide – fuels environmental degradation and economic losses.

TRAFFIC was established in 1976 by IUCN and WWF to respond to the growing threats posed by illegal wildlife trade and overexploitation. We provide evidence-based solutions through rigorous research and analysis, rooted in science, data, and our expertise. Over the past decade, we have become the leading global trusted advisor to governments and intergovernmental processes, and bring public, private, and civil society stakeholders together in new partnerships.

Today, we have an international network of nearly 200 experts located in ten offices in Africa, Asia, Pacific, Europe, and the Americas – and leverage the conservation expertise of our founders IUCN and WWF, and other partners. We offer a strong network of knowledge across the environmental, social, economic, financial, and political dimensions of trade.

## OUR STRATEGIC PRIORITIES

Our new [2030 Strategy](#) frames our mission, goals, and strategic priorities. Over the coming decade, we will drive TRAFFIC's work to achieve two high-level goals to ensure that illegal and unsustainable trade in wild species will be significantly reduced and that legal and sustainable trade in wild species will provide increased social, economic, and environmental benefits for people.

Our five priority areas of focus include: strengthening global policy frameworks, improving the effectiveness of national policies and regulations, empowering communities, enabling responsible supply chains, and catalysing responsible consumption. As we scale up action in the five priority areas, we will adjust how we work in response to emerging issues and lessons learned from the implementation of our previous 2017-2022 strategy:

- Doing fewer things but doing them bigger and better
- Rigorously prioritising actions that contribute to the 2030 goals
- Sharpening our global leadership in data collection, use, and access
- Leveraging innovation and technology for impact
- Stronger focus of gender and rights-based approaches
- Selectively broadening our core partnerships



# HOW WE ARE RUN

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TRAFFIC International is a charity and limited company registered in the UK, governed by a [Board of Trustees](#) in line with our [Articles of Association](#). The Board delegates day-to-day management of the organisation to the Executive Director, who appoints the Senior Leadership Team. The Senior Leadership Team develops strategies and plans for the Board to review approve, and subsequently monitors and reports on performance against targets.

Our head office, based in Cambridge UK, provides worldwide leadership, co-ordination, cross-regional and corporate functions. The organisation's country-level engagement is managed through programme offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations where necessary.

During the fiscal year ended 30 June 2024, TRAFFIC group income totalled £13.7 million. Approximately 10% of income is unrestricted (largely core funding from our founding partners IUCN and WWF) and 90% is restricted (primarily grants from 107 projects from government agencies). Expenditures in FY24 amounted to £13.8 million. About 98% of expenditures were related to charity activities and 2% on raising funds.

In line with UK Charity and Company law, we produce an [annual report](#) each year which includes a full financial review as well as a retrospective look at the achievements of the year just past and identifies key areas of focus over the coming twelve months.

TRAFFIC is one of eleven members of the [Cambridge Conservation Initiative](#) (CCI), a collaborative partnership that brings together the biggest names in international biodiversity conservation with the University of Cambridge University.

Find out more on our website at <https://www.traffic.org/>



# ROLE DESCRIPTION

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## THE BOARD OF TRUSTEES' ROLE

TRAFFIC International's charitable objects are "to promote for the public benefit the conservation and protection of nature and natural resources worldwide through helping to ensure that trade in wild animals and plants is at sustainable levels and in accordance with domestic and international laws and agreements." Specifically, TRAFFIC International leads a global effort to help ensure that trade in wild species is legal and sustainable, for the benefit of the planet and people, through its office in the UK and a network of 9 TRAFFIC offices around the world that work under its oversight.

The role of the Board of Trustees is to ensure compliance with the requirements of charity law under which they are responsible, namely:

- directing the business of TRAFFIC International to ensure that it is solvent, properly managed and delivers its charitable objectives;
- ensuring that TRAFFIC International complies with charity law and prepares Annual Reports and accounts which demonstrate this;
- ensuring that TRAFFIC International complies with its governing documents and charitable purpose as set out in the Articles of Association; and
- ensuring that TRAFFIC International complies with all relevant legislation and regulations governing the activities in which it is involved.

Our Trustees are active supporters of TRAFFIC, making their individual skills, experience and knowledge available and assisting with whatever work is required including sitting on sub-committees and advisory boards. They are required to develop and maintain a sound and up to date knowledge of the charity and its business, including the social, economic and political environment in which it operates and the nature and extent of its work. The Board collectively oversees the delivery of planned results by monitoring the organisation's performance against strategic objectives and targets.

Additional information from the UK Charity Commission - [The essential trustee: what you need to know, what you need to do](#).

## KEY RESPONSIBILITIES OF THE TREASURER

In addition to being a core member of the Board of Trustees and being collectively responsible for undertaking the duties of the Board, the Treasurer's role is to work closely with the Chief Financial Officer and to:

- Oversee, and present budgets, accounts, management accounts and financial statements to the Board, in consultation with the Executive Team
- Oversee that proper accounts and records are kept, financial resources are expended and invested in line with charity policy, good governance, legal and regulatory requirements;
- Support the development and implementation of required financial, reserves, investment, and other asset management policies;
- Chair the Board of Trustees' Operations Committee in line with the agreed terms of reference, and report back to the Board of Trustees;
- Liaise with the charity's auditors, including monitoring and advising on the financial viability of the charity after liaising with the charity's auditors;
- Oversee the implementation and monitoring of specific financial controls and systems and ensuring that they are adhered to;
- Advise on the financial implications of the charity's strategic plan;
- Ensure that the charity's annual accounts are compliant with the current UK Charities Statement of Recommended Practice;
- Oversee sound financial management of the charity's resources, ensuring expenditure is in line with the charity's objects; and
- Contribute to the fundraising strategy of the organisation and help to ensure that fundraising targets are aligned to the overall purpose and resource requirements of the charity and its agreed strategy.

# PERSON SPECIFICATION

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## YOUR KNOWLEDGE AND EXPERIENCE

- A recognised finance qualification and/or be a member of a recognised accounting body.
- Significant experience in a senior finance role with responsibility for budgeting, financial management, tax and contractual compliance level within a relevant sector and organisation.
- Knowledge of charity financial reporting and governance, and business management processes and UK charity finance audit and legal requirements.
- Experience as a Trustee of a charity/non-profit organisation and/or providing financial and legal advice to boards or senior leadership in a relevant organisation.

## YOUR PERSONAL STYLE AND BEHAVIOURS

- Strong analytical capacity, good and independent judgement, and business acumen.
- Strong inter-personal and relationship building abilities, tact and diplomacy, with the ability to listen and engage effectively.
- A strong interest in and commitment to conservation, international development, and the mission of TRAFFIC.
- Undisputed personal integrity is a must: you will bring a fair, inclusive and open leadership style and your values will be compatible with those of our organisation.



# TERMS OF APPOINTMENT

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## REMUNERATION

All trustee roles are voluntary and reasonable expenses are reimbursed.

## TIME COMMITMENT

Around 24-30 days per annum. The board meets four times each year (typically three are virtual, and one is an in-person meeting in Cambridge which lasts for around 1.5 days). The Treasurer chairs the Operations Committee which meets a few weeks before each Board Meeting.

## CONFLICTS OF INTEREST

Trustees must avoid conflict between their personal interests and those of TRAFFIC.

## APPOINTMENT LENGTH

Term of appointment is three years potentially renewable for another term up to a maximum of 6 years.



# HOW TO EXPRESS AN INTEREST IN THE ROLE

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If you have questions about the appointment and would find it helpful to have an informal conversation, please contact us [recruitment@traffic.org](mailto:recruitment@traffic.org) and we will be happy to arrange a call.

If you would like to apply for this position, please submit an application by email to [recruitment@traffic.org](mailto:recruitment@traffic.org) containing:

- CV (no more than three sides) or equivalent biographical information
- Short covering letter that explains your motivation, suitability, availability and confirms that you would not be subject to any conflict of interest
- If you have a disability and identify any barriers in the job description or person specification, please tell us

The closing date is **21 October 2024**. Interviews are expected to be conducted on **18-29 November 2024**. The Treasurer is expected to be selected in December and attend the Board Meeting on **14 January 2025**.

