

JOB DESCRIPTION – HON. TREASURER, HILL CLOSE GARDENS TRUST

1. OVERVIEW

The Trust is a Charity whose Trustees have nationally registered historic gardens and listed buildings in their care; is a VAT registered tourism business with £ 100k annual turnover and a healthy cash reserve; is a supplier of Learning and Continuing Education; and all this volunteer-led with only 3 FTE staff. Our website www.hillclosegardens.com is a further introduction. The Trustees are proud to be delivering a very substantial community benefit to Warwick District and further afield. The post of Treasurer is integral to furthering these responsibilities.

2. DUTIES

The Treasurer is responsible for ensuring that the financial operations of the Trust are carried out in accordance with our Financial Procedures. In this s/he is assisted by the Centre Manager, who is responsible for invoicing and creditor control of our customers. Volunteers are also available to undertake routine data entry, supplier payments, cash counting and banking, salary adjustments and resulting payroll updates in conjunction with our paid payroll administrator, and fund raising. The Treasurer will be invited to become a Trustee, and will attend the six Trustee meetings annually and the AGM, delivering a Treasurer's Report to each meeting. An important part of the Report is comparing budget to actual through the year, the Treasurer having led in setting the year's budget.

3. FACILITIES

The Trust's systems are based around current hardware and software, using cloud computing. Together with proven and user-friendly remote operating, much of the Treasurer's work can be done at home. The accounts are held on standard Sage software. Banking is online with CAFBank.

4. QUALIFICATIONS

The Treasurer will ideally have accounting qualifications, but in the sixteen years since the Trust's formation we have had successful Treasurers with broader financial experience. We do have a professional VAT expert, and our Independent Examiner, on hand to advise when necessary. But some familiarity with VAT, particularly for charities, and with general good practice in managing charity funds, would be very helpful, as would previous experience of working in a largely volunteer-led operation. Familiarity with Sage software is important, but if necessary we can arrange training.

5. COMMITMENT

The amount of time needed to fulfil the role of Treasurer is very approximately 6 to 8 hours per month, and can be flexible dependent on availability. Our financial year is the calendar year. The finances of the Trust do not support making the post of Treasurer a paid appointment. However, expenses can be recovered, and there is possibility of a small honorarium.