



Title: Volunteer Treasurer

Who are we?

Warwickshire Gardens Trust works to record and conserve gardens and parks of outstanding quality, promoting their appreciation through lectures, visits and a range of publications. As a constituent of the Gardens Trust, a statutory consultee for planning matters relating to Historic England's registered parks and gardens, we provide data for local authorities as well as recommendations and comments on local plans and individual planning applications.

Purpose of the role

An opportunity has arisen for an individual to replace our treasurer who will be retiring at the AGM in November. The treasurer is also a trustee. The role involves:

1. Periodic reconciliation of entries on the bank account to cheque and paying in books.
2. Liaising with the Trustees bank: managing electronic payments and accounts.
3. Reporting to the quarterly committee meetings.
4. Preparing an annual submission for Gift Aid.
5. Preparing the annual accounts.
6. Arranging for an audit and signing off the accounts.
7. Reporting to the Annual General Meeting.

Knowledge and skills required:

1. A knowledge of bookkeeping or accountancy
2. Some understanding of Charity Commission requirements
3. Familiarity with Company's House procedures and requirements
4. Basic knowledge of Excel and Word

The role may suit a recently retired person with a financial background and an interest in garden history.

Time commitment

It is anticipated that monthly reconciliations would take approximately 30 minutes. Preparing Gift Aid submissions, the annual accounts and audit 5-6 hours per year. In addition, the post holder would be required to either attend two-hour committee meetings in person, 4 in total, or by remote link and present a financial report to the AGM.

A familiarisation with the procedures of the trust and a handover period will be offered.

Location: home based but with some meetings in Warwick or Leamington.

You will be working with the chair and other trustees and will also have the opportunity to meet other members of the trust at the social and other events we organise.

More information? Contact Paul Baker, chairman:
07985 688892 or email paulbaker476@btinternet.com

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