



COUNTY TREASURER (Volunteer)

The National Garden Scheme (NGS) has been helping private gardens to open since 1927 to raise money for nursing and health charities. In 2023 we donated over £3.4 million to beneficiaries such as Macmillan, Hospice UK, Marie Curie and the Queen's Nursing Institute. We also fund a number of garden and health charities (e.g. Maggie's, Horatio's Garden, Mencap) as well as provide support for gardeners through apprenticeships and community garden awards. Over 3,500 gardens open each year, with the money raised by Garden Owners being paid over to the NGS, which in turn donates the money to the charities it supports.

In common with many organisations, the pandemic has accelerated our transition to a more digital way of working and it is an exciting time to be part of this.

Role: To be accountable for the financial management of the County function and to provide financial information to County Teams and the Finance Manager at NGS Head Office.

Reports to: County Organiser and indirectly to the Chief Executive and Honorary Treasurer, through the Finance Manager.

Location: Home based but with occasional travel to events/meetings.

The work is seasonal, busy months (May to August) during the height of garden openings when income is paid in by Garden Owners.

Core activities:

- Maintain the online County financial records reconciling to the County bank account and our Online Garden Administration system (OLGA).
- Assist Garden Owners in recording the record of their garden opening and the income raised through OLGA where necessary. Many Garden Owners are happy to enter their own details. The County Organiser and the team of Assistant County Organisers also help with this.
- Ensure that Garden Owners receive appropriate acknowledgement and thanks when their garden income is completely received in the County bank account and reconciles with OLGA. It is possible to do this by relying on automated emails.
- Manage disbursements from the County bank account, principally reimbursing members of the County team for out-of-pocket expenses, in line with NGS policy. The volume of such transactions is low.

- Liaise with the booklet co-ordinator where necessary to ensure that advertising invoices are raised. These invoices are issued annually by the Finance Manager at Head Office who also maintains the debtors' records.
- Attend County team meetings as requested – usually one or two a year. There is also an annual Regional Meeting and periodic County Treasurer meetings.
- Produce reports of garden income received and budgets and forecast for the year and other County financial information if requested by the County Organiser.
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Skills:

- Ability to work with spreadsheets and other financial documents in Excel.
- Ability to prioritise and to work under pressure at times.
- Pro-active thinker to suggest ideas to improve systems.
- IT skills are essential and accounting experience would be an advantage.

Personal qualities:

- Persistence and patience in implementing sound financial practice and ensuring that it is maintained.
- Accuracy in recording information and in forecasting activity.
- Willingness to deal in a friendly and approachable manner with Garden Owners, offering help and advice on their submission of income and data.
- Pro-active in contributing ideas to benefit the NGS.
- An enthusiasm for gardening - either actively or as a visitor -and our commitment to supporting nursing and health charities.