



COUNTY TREASURER (Volunteer)

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 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.

Core activities:

- Provide regular returns to the Finance Manager at 6 months and the year end, and as required.
- Keep accurate account of money received and spent by the County.
- Allocate proceeds raised in line with instructions by Garden Owners.
- Ensure safekeeping of money raised using the National Garden Scheme central banking system.
- Manage payments from County funds including reimbursing out-of-pocket expenses to members of County Teams, in line with the National Garden Scheme policy, issuing cheques and ensuring appropriate financial controls are in place.
- Raise invoices for money owed and debtor control.
- Where sums remain unpaid ensure this is followed up until sums received.
- Attend National, County and Regional Meetings and other events as requested.
- Ensure the effective analysis of proceeds and forecasts of garden income.
- Report progress at team meetings.
- Manage proceeds from advertisers and sponsor.
- Manage systems so that the receipt of garden takings from the Garden Owners is properly acknowledged.

Skills:

- Ability to manipulate 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.
- ICT skills are a distinct advantage and accounting or bookkeeping experience would be very useful.

Personal qualities:

Should enjoy working as part of a close team, showing a mature, helpful approach to colleagues and Garden Owners.

Persistence and patience in implementing sound financial management systems and ensuring that they are observed.

Accuracy in recording information and in forecasting activity.

Pro-active in contributing ideas to benefit the National Garden Scheme.