



### **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 financial updates to the Finance Manager on a monthly basis, and as required.
- Ensure safekeeping of money raised using the National Garden Scheme central banking System.
- Manage systems so that the receipt of garden takings from the Garden Owners is properly allocated and acknowledged.
- Where proceeds remain unpaid ensure this is followed up until sums are received.
- Keep accurate account of money received and spent by the County
- Manage payment from County funds including reimbursing out-of-pocket expenses to members of County Teams, in line with the National Garden Scheme policy and ensuring appropriate financial controls are in place.
- Assist in raising invoices for advertising and assist booklet co-ordinator with debtor control.
- 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.

#### **Skills:**

- Sound administration
- Diligence and attention to detail
- Spreadsheet manipulation and use
- Analysis
- Good communicator

#### **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 system 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.