

TREASURER TRUSTEE

The London Gardens Trust (LGT) is looking for a Trustee Treasurer to join the Board. We want to provide the best possible strategic leadership and support to LGT to really make an impact. We want to make sure our Director, Committees and Groups can rely on us to help them to take the organisation forward. Would you like to be part of that by providing financial expertise?

We now need someone to take over from our current Treasurer when she steps down from the role. The Treasurer will work closely with the Chair, other Trustees and the Director to ensure that the Trust is pursuing its strategy and objectives through its financial strategy and management.

The main responsibilities are to:

- Lead on the Board's duty to ensure proper accounting records are kept and financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements;
- Prepare budgets, management accounts and annual financial statements for Board approval and prepare and present financial reports to the Board;
- Oversee the charity's financial risk management and report on financial health to the Board at regular intervals;
- Help to ensure that the financial resources of the Trust meets its present and future needs and to lead in the development and implementation of appropriate financial reserves and cost management policies;
- Ensure that the Trustees are properly informed about their financial duties and responsibilities;
- Liaise with the external auditors on specific issues in the auditing process and related Board representations and ensure that the annual accounts are submitted to all relevant regulators in time;
- Keep the Reserves Policy under review to ensure it is appropriate and provide advice to cope with changing circumstances.

Person Specification

We are looking for someone who will be experienced in the oversight and management of accounts, which may be demonstrated by a professional qualification or through experience. You should also have a knowledge and understanding of charity SORP (or a willingness to learn it).

We will expect you to be able to demonstrate a proven ability to communicate and explain financial information to members of the Board. You should also have good financial analysis and communication skills.

It would be helpful if you already have experience of being a charity Trustee or Director and experience of charity fundraising and finance practices.

You could be the difference we need to make a greater impact. And if not you, what about your keen friend or colleague?

The Organisation

Despite the impact of COVID-19, we are in an exciting phase, focusing on what we need to do to become the voice of London's parks and gardens. We have a realistic but ambitious Strategic Plan to bolster our financial resilience, draw the various strands of the organisation together, and apply our

resources intelligently to achieve our aims. We are now turning this into our operational plan. Our Board members have a range of skills, including marketing and communications, fundraising, volunteer management, landscape history and events management.

The restrictions imposed during the pandemic resulted in cancellation of Open Garden Squares this year, which has impacted our income stream. The Treasurer will be asked to seek ways of making the books balance in the longer term.

The Commitment

You would be appointed as a Trustee and Director of the Trust. The intention is that you would shadow the existing Treasurer to learn about the role and take over as Treasurer when she steps down. This is a key role in the operation of the Trust.

The Board meets 6 times a year; usually January, March, May, September and November (currently using Zoom). Trustees also volunteer to sit on task groups to develop particular initiatives and report back to the Board on progress. We also hold an annual Board Awayday to bring all Trustees together for training, discussion and consideration of particular strategic issues. This is part of our commitment to ensuring that the Board is fit for purpose and does not rest on its laurels.

Between meetings, we ask that you make sure that you read papers that are sent to you, comment appropriately, participate in discussions and activities and follow through on your action points.

Trustee appointments are for an initial term of three years, renewable twice to a maximum term of nine years, when Trustees must stand down for at least a year before standing for re-election. This is part of our commitment to ensuring that the Board regenerates and remains fresh.

The Offer

You can expect a warm and friendly welcome. Trustees, volunteers, and members have varied interests, experience and knowledge and you are bound to find yourself having all sorts of interesting discussions with kindred spirits, passionate about our parks and gardens. Our Board meetings are business-like but friendly and chaired to ensure that all Trustees feel able to participate.

You will receive an appropriate induction to the Trust, the rules which guide us, and the expectations on Trustees, both legal and as part of undertaking this role.

As a new Trustee, you can also be linked up with an existing Trustee Board Buddy, who can guide you through your early months and introduce you to key people.

This is an excellent opportunity to bring your skills, knowledge and experience to make a difference to London's parks and green spaces.

If you are interested in the role, please send a CV and covering letter outlining why you are interested in the position and what you think you can bring to the role to Maureen Nolan at maureen.nolan@londongardenstrust.org by 27 November 2020. Shortlisted applicants will be invited to attend an interview in early December.

LGT is committed to the spirit and the letter of the Equalities Act. We will increase the diversity of our Board by recruiting people with as wide a range of skills, life experiences and backgrounds as possible. We welcome applications from anyone, regardless of their race, disability, gender reassignment, marital status, pregnancy or parenthood, religion or belief, gender, age or sexual orientation.

If you would like to chat about the role first, please contact Lisa Watson, Treasurer Watson.lisa388@gmail.com.