

Honorary Treasurer

Plant Heritage is seeking a new Honorary Treasurer following the resignation of the previous post holder.

Plant Heritage is probably best known as the organisation behind the National Plant Collections® although more generally is focused the conservation of garden plants. Currently there are 630 National Plant Collections conserving a very wide range of plants with support from conservation staff and a network of volunteer coordinators.

Plant Heritage is a Registered Company (Charity No: 1004009/SC041785, Company No.222953): turnover is some £400,000 p.a. The charity has a board of 8 Trustees (maximum 12) and is in the process of changing the Articles so that in future the Directors will be elected at an AGM and all members will have a vote. The charity has a distributed structure with around 3500 members in some 33 groups each covering one or more counties. These groups are at the heart of the organisation, running events, attending local shows and keeping in touch with members and collection holders. There is a small central office at Loseley Park in Guildford, Surrey with staff supporting membership and fund-raising activities and the registration and standards of both existing and aspiring collection holders. The Board of Trustees is advised by three panels: The Plant Conservation Panel, The Membership and Supporters Panel and The Resources and Skills Panel. Each panel includes at least one Trustee.

The responsibilities of the Honorary Treasurer will include the following: -

- Supervision of the bookkeeper in day-to-day recording of financial transactions.
- Preparation in conjunction with the bookkeeper of quarterly Financial and Management Accounts for the Board of Trustees.
- Preparation, in conjunction with bookkeeper, of the annual budget to form the basis of comparison for the Management Accounts.
- Helping and overseeing the preparation, in conjunction with the bookkeeper, of the final trial balances for audit of the Statutory Accounts.
- Overseeing statutory account audit.
- Liaising with fund raising staff with particular regard to the financial implications of restricted and non-restricted income.
- Advising the Board of Trustees on all financial implications relating to the charity's current and planned operations particularly in terms of cash flow and reserve balance.
- Advising the Board of Trustees in the assessment of the financial risks for the Risk Register.
- Liaising with other professional advisors when necessary.
- Be a member of the Resources and Skills Panel, supporting and working with the other panel members.

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However, the organisation is currently working through some major changes, following on from the resignation of the Chief Executive and the decision of the Board not to replace this position at present. Currently, there is no bookkeeper on the staff. The Resources and Skills Panel is working with the Board to assess how best to manage the charity's bookkeeping and accounting in the future.

As a result, the new Hon. Treasurer will need to support and work with the team implementing the changes and managing the financial aspect of operations. The Resources and Skills Panel consists of four people, all of whom have considerable experience of managing financial systems and budgets and/or designing the IT to support this. It is hoped that in due course, a financially trained individual will be appointed to undertake day to day financial activities, and the Hon Treasurer will be primarily responsible for oversight.

Those applying should have an accountancy qualification and some years of experience in managing a finance function. IT literacy will be essential as the charity moves to more online financial processes

The Hon Treasurer will be expected to attend 4 board meetings a year, the AGM and meetings of the Resources and Skills panel. S/he will also work with local Groups to improve financial management; with the Independent Advisor who conducts the restricted audit of the annual accounts and with the Board and Trustees to prepare an accurate and timely Annual Report and accounts for submission to Companies House and the Charity Commission.

To Apply:

Please send an email setting out how you meet the requirements and attaching a CV to

chairman@plantheritage.org.uk

By 5th September

The Nominations committee will review applications and short-listed candidates will be asked to come for an interview early in September. We would hope to appoint the successful candidate by the middle of September.