



## Could you be the new Berkshire Gardens Trust Treasurer?

The Berkshire Gardens Trust (BGT) is looking for a new Trustee or volunteer for the role of treasurer who will take over when our current Treasurer, Hugh Simon, who has served for the past 14 years, steps down (ideally at the AGM in October 2026). The Treasurer will work closely with the Chair and other Trustees to provide the financial management and reporting of the charity and advise on strategic matters.

BGT is a private limited company registered by guarantee, company number 6905541, and a registered charity number 1201501. Its financial year end is 31 March.

This is an important and rewarding role, facilitating the Trust's work conserving and sharing historic designed landscapes in Berkshire and providing a rewarding programme of events over the year.

Hugh will be continuing as a Trustee and as our company secretary and will be available to hand over the work and advise the new treasurer when necessary.

### Who are we looking for?

The ideal candidate will have knowledge of charity financial procedures and the reporting requirements of the Charity Commission and Companies House. You will need to be numerate, with financial systems and reporting experience, but not necessarily a qualified accountant. You will also need to be familiar with using computer programs such as Excel, Word, Acrobat and proprietary accountancy software such as Sage.

A desire to support a small established organisation and a willingness to learn and adapt skills to its needs are important qualities. We are a friendly, enthusiastic, and hardworking team of volunteers and Committee members, and we're looking for a Treasurer who is interested in sharing a common goal.

### What is the commitment?

The Treasurer will be expected to preferably join the Trustees' Committee for an initial term of three years, renewable at an AGM for further three-year periods; or to be co-opted onto the committee as a volunteer.

The principal duties are –

- manage the financial affairs of the charity, including day-to-day recording of income and expenditure, payments, assets and liabilities etc.

- adapt existing bespoke accounting system to a proprietary system software such as Sage, so as to comply with new reporting requirements of Companies House from March 2027
- prepare reports for each Committee meeting, showing income and expenditure since the previous Committee meeting and for the financial year to date and current bank balances and circulate to Trustees in advance
- prepare a balance sheet at each financial year-end
- prepare the annual budget in consultation with the Trustees
- provide any analysis required by the Committee, including financial projections
- prepare all management and statutory accounting documentation for the financial year-end and for review by BGT's independent Examiner
- file annual reports with Charity Commission and Companies House.
- reconcile annual subscription receipts with the Membership Register
- liaise with BGT's banks (Lloyds and Nationwide) and reconcile bank balances with the accounts
- liaise with the chair and others on the financial statement for the AGM, and submit a report to the AGM, usually held in October.

The Committee of Trustees meets six times a year during the day in January, March, May, July, September and December. These meetings are held either at Trustees' homes or at the community facilities at Theale or Wokingham fire station. The time commitment is estimated to be approximately two days per month. Meetings are held in person generally but may be held using Zoom on rare occasions.

Trustees may claim for reasonable expenses incurred excluding travel to committee meetings and BGT events. Amounts over £200 should be agreed in advance.

Informal help with events such as setting up is welcomed.

### **How to apply**

We would be delighted to hear from any member or other candidate who may be interested in the role. If you know of someone who is not a member but who might be suitable and interested in the role, please do suggest that they get in touch.

For further information contact the Chair at [Berksgtenquiries@gmail.com](mailto:Berksgtenquiries@gmail.com) or speak to Hugh Simon who may be contacted through the Chair.

To register your interest please send a CV and a letter outlining why you wish to apply and how you meet the requirements of the role to the Chair of the Berkshire Gardens Trust, Bettina Kirkham, at the above email address.

Bettina Kirkham

Chair, Berkshire Gardens Trust