



Hillfields Community Garden Treasurer

Join Hillfields Community Garden as our new Treasurer!

We're looking for a new Treasurer to help shape our strategic direction during an exciting time of growth and development. You'll provide strategic leadership to our finance function, chair the Finance Subcommittee, and work closely with our CEO.

This is a great chance to be part of a resident-led community-driven charity, working in Hillfields, East Bristol, to support a diverse and growing range of community projects.

Role Overview: Treasurer

The Treasurer is responsible for overseeing the maintenance of the financial health of the charity, ensuring, as part of a team, that Hillfields Community Garden meets its financial and legal obligations. Their role champions financial best practice within the Trust Board and ensures the finances are managed in an effective and transparent manner. The role requires close collaboration with other Trust Board members, staff, and sometimes external stakeholders like auditors or funders.

You will be part of a team of Trustees who meet a minimum of six times a year. A recent skills audit identified the need for a trustee with finance expertise to strengthen the board as we grow and expand.

The Treasurer will also serve on the Finance Sub-Committee, which manages charitable funds, oversees audits, and reviews the charity's finances. We are particularly interested in candidates with senior experience in the finance or charity finance sector.

About Hillfields Community Garden

Hillfields Community Garden is a resident-led charity based in the heart of Hillfields. We work on the principles of working along-side residents as we grow a sense of community and support volunteers as well as advocating for the ward across the city.

Our Vision: Residents of Hillfields are connected, feel a sense of belonging, and are empowered to make positive changes through resident-led community activities.

Our Mission: By listening to our community, we create impactful opportunities for collective and individual development.

We welcome all applicants with a shared commitment to our mission, which you can read more about on our website <https://www.hillfieldscommunitygarden.co.uk/>.

Hillfields Community Garden is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission on 08 August 2023. Four of our six Trustees are Hillfields residents, with the other two coming from nearby areas, including a locally elected Councillor.

The charity is managed day-to-day by our CEO, who also co-founded the organisation. The CEO oversees paid staff and volunteers who deliver activities on behalf of the Trustees.

Trustees are members of the charity, with voting rights but no beneficial interest. Local residents are also part of the CIO as voting members which influence the charity's direction.

Key Responsibilities:

1. Financial Management:

- Be a secondary contact for the CEO and Book Keeper for some financial operations, authorising bank payments to ensure payments are made on time.
- Alongside the CEO and Finance Committee develop, manage, and monitor the charities annual budget, ensuring alignment with organisational goals.
- In conjunction with the CEO, have oversight of income streams and ensure grants for specific projects are allocated and used correctly.

2. Governance and Financial Control

- With support of the CEO, Book Keeper and Finance Sub-committee, present regular financial reports for Trustee meetings every 2-months, clearly outlining the financial position of the Charity.
- Support with preparing annual accounts and reports in accordance with legal requirements (e.g. Charity Commission, HMRC).
- Ensure that the Charity has robust financial controls, financial policies and that these are inline with industry best practice adequate for the Charity's needs.

3. Financial Planning and Sustainability:

- Develop long-term financial strategies with the CEO and Finance Sub-Committee to support the sustainability of the Charity.
- Advise the board on financial risks and ensure that there are appropriate plans to address them.

Required Skills and Qualifications:

- Knowledge of financial management, bookkeeping, or accounting, with experience in the charity or community sector being an advantage.
- Experience managing budgets, particularly for small or volunteer-run organisations.
- Familiarity with charity accounting practices and legal financial obligations.
- Ability to communicate financial information in an understandable manner to the Trust Board and other stakeholders.
- Attention to detail and a commitment to transparency.

Time Commitment:

- Attend board meetings (usually every 2-months).
- Regular time spent on financial management tasks (e.g., reporting, payments), which could vary between 5-10 hours per month depending on the garden's activities.

We are committed to diversifying our Board to better reflect the community we serve. We welcome applicants from all backgrounds, regardless of age, disability, ethnicity, gender, sexuality, or socio-economic status.

Deadline to apply: 15th January 2025

Please send a one page cover letter and CV to chair@hillfieldscommunitygarden.co.uk

For an informal talk about the charity please contact Sarah Rogers, CEO, on 07709053290 or email ceo@hillfieldscommunitygarden.co.uk

Hillfields Community Garden

Registered Charity number: 1204254

Registered Address: Hillfields Park Community Centre, Thickett Ave, Hillfields, Bristol, BS16 4EH

Website: www.hillfieldscommunitygarden.co.uk/

General email: info@hillfieldscommunitygarden.co.uk

Facebook: [Hillfields Community Garden | Facebook](#)