

HONORARY TREASURER / TRUSTEE FOR AVENUE HOUSE ESTATE TRUST: JOB SPECIFICATION (DRAFT)

Job Title: Honorary Treasurer / Trustee - Avenue House Estate Trust

Location: Finchley, London

Commitment: Voluntary / unpaid role, approx. 4–6 hours per month (including meetings and financial reviews)

Term: Appointment is for a 3-year term, renewable for additional terms, subject to Board decision.

ROLE OVERVIEW

The Honorary Treasurer plays a vital role in overseeing the financial affairs of the **Avenue House Estate Trust**, which manages **Stephens House & Gardens**, a Grade II-listed estate. The Treasurer ensures the charity's financial health, helping to preserve and develop this historic estate for public benefit. The role involves collaboration with trustees and the General Manager to maintain effective financial oversight and to support the charity's strategic objectives. More information about the trust can be found [here](#).

KEY RESPONSIBILITIES

- **Financial Oversight:**
 - Monitor financial operations to ensure sustainable management of the estate.
 - Oversee financial processes, including income, expenditure and cash flow related to the estate's various functions (e.g., rentals, hires, events).
- **Budgeting and Financial Strategy:**
 - Support the development of long-term financial plans, ensuring alignment with the trust's goals to preserve the house & gardens.
 - Oversee annual budgeting including forecasts, working with the General Manager, and regularly review cash flow and reserve management.
- **Financial Reporting, Compliance and Risk Management:**
 - Present financial reports at trustee meetings, making complex financial data accessible to all.
 - Ensure compliance with charity regulations, Charity Commission submissions, and annual audits.
 - Lead in the preparation and presentation of the annual financial statements for the AGM.
 - Evaluate financial risks and opportunities, particularly related to the maintenance and development of the estate.
- **As a Trustee:**
 - Participate in the strategic direction of the Trust, contributing to discussions on governance, fundraising, community engagement.
 - Ensure legal and ethical compliance, working alongside fellow trustees to safeguard and promote the Trust's mission.

PERSON SPECIFICATION

Essential:

- Experience in financial management.
- Strong analytical and reporting skills.
- Ability to communicate financial matters clearly to the board.
- Interest in preserving heritage site and gardens for the public benefit.

Desirable:

- Professional accountancy qualifications (e.g., ACA, ACCA).
- Experience in charity finance with charity-specific financial regulations (e.g., Charity SORP).
- Experience in a finance function for a significant business or charity.
- Familiarity with Sage.

FOR ENQUIRIES

Please contact us by no later than **31 October 2024** at chairman@stephenshouseandgardens.com