

# The Burgess Park Food Project

## Treasurer

### **About us**

We founded Glengall Wharf Garden 6 years ago at the east end of Burgess Park. From running weekly gardening sessions, chicken and beekeeping, running permaculture sessions as well as hosting courses, campfire nights and film screenings, we've created a lively, ecological and beautiful space for the whole community to come together.

The garden is a 2600m<sup>2</sup> space developed from a brownfield site within Burgess Park. With food growing beds, polytunnel, forest garden, ponds and nature areas as well as space to cook, make stuff, relax, we hope there is something here for everyone.

We currently have two funded projects - Herb Tuesdays promoting health and wellbeing, and Grown in Peckham, a food growing project. Other groups use the garden eg mums / carers pre school group.

There is lots more we would like to do if we can generate further interest, funds and experience.

Having created the garden from scratch, we now wish to embark on developing the project to make it more accessible and more relevant to the local community. This will entail further fundraising, building capacity, being open more, and working more with targeted groups as well as researching community business models for further income generation.

We are currently an Unincorporated Association.

### **About the treasurer role**

We are looking for someone with experience of managing community accounts. You will work with other members of the steering group to develop new financial policies and practices.

As we are currently reviewing our organisations status and researching where we want to be in the next 5 years, there may be work helping us establish new policies and practices relevant to a charity etc.

*This is a voluntary role.*

### **Main responsibilities**

- Act as signatory
- Oversee group's finances
- Manage bank account
- Liaise with paid workers re petty cash and project expenditure
- Monitor all finances and expenditure

- Help develop budgets
- Make payments and manage invoicing.
- Liaise with accountant

Help us with

- Raising funds
- Financial planning

### **Person specification**

- Organised - able to manage time efficiently, and present clear and timely reports and summaries.
- Experience of managing group bank accounts, petty cash, bookkeeping, budgeting, financial planning.
- Experience of grassroots community groups - ie understands the voluntary nature of this type of organisation and the limited time available.

### **Time commitment**

Meetings

- We have a monthly steering group meeting every 2nd sunday of the month 10.30-12.30.
- Other occasional finance meetings will be agreed as necessary.

Other time required 2 - 4 hours per month as needed. More on occasion if required.

### **Expenses**

We will cover out of pocket expenses on prior agreement.