

Treasurer Trustee for Trent Park Museum Trust

Introduction

The Trent Park Museum Trust is working to create a world-class visitor attraction to highlight the vital role played by the Secret Listeners who were behind some of the most important intelligence discoveries of World War Two. When the project is complete visitors will travel through magnificently restored and furnished rooms – Sir Philip Sassoon’s socialite and political world – to reveal the later clandestine operation against Hitler’s top military commanders recreated in the basement.

Born out of the "Save Trent Park" campaign, the Trust is working closely with Berkeley Homes, the owners of this 50-acre Green Belt site, to deliver an amazing visitor experience in the mansion house. In this the Trust is supported by the National Lottery Heritage Fund and Architectural Heritage Fund among others, and the team includes a number of professional experts to help realise the vision of something extraordinary for the nation. The project was also backed by the Prince’s Regeneration Trust.

Once complete, Trent Park House will become an important link, both in content and geography, between existing attractions such as the Imperial War Museum and the Churchill War Rooms to the south, and Bletchley Park and Bentley Priory to the north. We aim to work in partnership with heritage attractions in the local area and also those with strong contextual links with Trent Park.

The restored mansion will be the centre of a programme of events, outreach, schools and education activity, lectures, exhibitions and community activity, bringing the history of Trent Park alive and creating interest and pride in the local area. Bringing up to 30,000 visitors a year to the mansion the Trust has a robust business plan that will see it becoming self-sufficient but also generating new local economic activity.

The Trustees

The Board of Trustees has overall responsibility for delivering the new museum and its public programmes.

Trustees take responsibility for the project in its entirety. They are currently engaged in fundraising, designing the displays, running a new digital programme and a programme of local outreach and engagement. Individual trustees oversee specific areas and elements of the project reporting back to the whole Board.

The role

The Trust are seeking a passionate, committed and energetic person with experience in finance or accountancy to join this crucial stage of the project and to take on the role of Treasurer. This involves overseeing the financial affairs of the trust, ensuring that they are legal, constitutional and within accepted accounting practice.

Specific tasking will include:

- Overseeing the cashflow forecast and financial projections
- Ensuring that effective financial procedures are followed in authorising payments and managing receipts
- Cash management in selecting and managing an efficient bank account structure
- Managing the production of annual accounts.

The Treasurer is also supported by an Administrator, who operates the key business processes, prepares and files quarterly VAT returns and keeps basic financial records, ensuring that invoices from suppliers are correct and paid in a timely manner, all of which the Treasurer would review and oversee.

At this crucial stage in the project, this is an immensely exciting and rewarding project and a unique opportunity to be involved in something that will make a major contribution to the local area.

The Trustees would like to increase the diversity of the board. Previous board/trustee experience is not necessary, and we welcome applications from all ages and backgrounds.

The Board meets formally eight or nine times a year for two hours, but trustees give of their time to help with specific areas of their own expertise. During the development phase of the project this has been up to two days a month, but more engagement is always welcome and sometimes needed.

Application

If you live in or around Enfield, or within easy travelling distance and can offer some of the above skills, the trustees would love to hear from you. Please send a CV with a covering letter explaining what you can offer this exciting project to kate.francis@trentparkhouse.org.uk by Wednesday 31 January 2024.