

Treasurer Vacancy

The Holst Birthplace Trust is a registered charity (number 1078599) and a company limited by guarantee (number 03874939). The Treasurer is both a trustee of the charity and a director of the limited company. Annual turnover is around £100,000.

The Trust manages the Holst Victorian House in Clarence Road, Cheltenham, a period home where the composer Gustav Holst was born. It is the only historic house open to the public in Cheltenham and the town's only independent museum. For more details see our website at <https://holstvictorianhouse.org.uk>.

The Trust owns the Grade II listed building at 4 Clarence Road which houses the museum, and is responsible for its upkeep; it also owns the majority of the museum's collections and is responsible for their conservation.

The museum employs a part-time curator and an operations manager. Front of house duties and some other roles are delegated to volunteers. Strategic management is in the hands of a Board of Trustees which meets every six weeks.

Apart from a small grant from Cheltenham Borough Council, the Trust is funded entirely by admissions, donations and legacies.



This is a key role on the Board. The Treasurer is responsible for all the financial activities of the Trust, including the following:

1. Setting an annual budget for approval by Trustees and monitoring monthly performance against it.
2. Providing advice to Trustees on safeguarding the Museum's financial viability.
3. Authorising expenditure in accordance with the Trust's Finance Policy; raising invoices for creditors and chasing payments; checking and paying invoices received.
4. Monitoring online banking sites and reconciling bank statements.
5. Keeping an accurate and up-to-date record of all income and expenditure and producing monthly management accounts for the Board.
6. Producing an annual financial report and accounts for the Trust's AGM; providing accounts and supporting documentation to the Independent Examiner; and submitting annual accounts to the Charities Commission and Companies House.
7. Submitting annual Gift Aid claims.
8. Arranging appropriate insurance with the Trust's brokers.
9. Dealing with the financial transactions of the museum's small shop.

We are looking for a Treasurer who will take an active role in the strategic management of the Trust and play a full part as a Trustee in addition to the financial tasks associated with the role.

The Trust faces many of the challenges associated with running a small business and experience in such a role would be welcome, as well as experience in a similar capacity in another voluntary organisation or charity.

The role would start as soon as possible after our AGM on 18 July 2023 and the current Treasurer will spend whatever time and training is required to bring her replacement up to speed.

For more information and an informal discussion please contact the Chair of Trustees, Hilary Simpson, on 01242 255908 or at hilary.simpson@outlook.com.



Our Mission

To share the stories of the Holst Victorian House, a period home where composer Gustav Holst was born

Our Purpose

- To understand and respond to the needs of our current and potential audiences in order to deliver an inspiring, informative and relevant visitor experience
- To create and share a sense of place, history and identity with our local community
- To celebrate the life and music of Gustav Holst
- To enhance Cheltenham's visitor economy by delivering a unique heritage experience that appeals to a wide and diverse audience
- To care for and develop our internationally significant archive and collections, interpreting them to their full potential in a way that reaches as many people as possible
- To ensure the Museum's resilience and sustainability, and safeguard the building and its collections for future generations

Our Charitable Objects

The advancement of the education of the public by

- the maintenance promotion and continuing development of a museum and period house dedicated to Gustav Holst; and
- encouraging the art of music