

Honorary Treasurer

The Plough Arts Centre

September 2021

Role

The treasurer will be expected to:

- provide advice and guidance to the CoM on financial matters inc:
 - the financial implications of the charity's strategic plan;
 - the financial viability of the charity;
 - financial risk-management process;
 - the financial administration of the charity;
- oversee and present management accounts and annual financial statements to the board of trustees; report against budgets and forecasts and alert the CoM to any potential opportunities or shortfalls so that appropriate action can be taken;
- be aware of movements of funds between Unrestricted, Restricted and Designated funds as specific projects are completed and the grant funding accounted for;
- monitor the income to VAT threshold;
- oversee Gift Aid administration and claims for the charity;
- provide financial advice and guidance to the accounting function within the charity;
- advise on the implementation of financial systems;
- act as a counter signatory on cheques and applications to funders;
- be the main contact with the Independent Examiner for the charity and with the Accountant for the trading company;
- chair any finance committee and report back to the trustees;

Continued overleaf

Honorary Treasurer - The Plough Arts Centre

Person Specification

Professional experience in accounting or financial management, or senior management in a business.

Understanding financial statements.

Understanding of charity accounting practice, including Unrestricted, Restricted and Designated funds would be an advantage

Good communication skills, written and verbal

Honesty and integrity