

## VOLUNTEER JOB DESCRIPTION

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**Post Title:** Treasurer and Trustee

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**Responsible to:** Chair of Lichfield Arts

**Responsible for:** Managing the organisation's finances on a voluntary basis

**Key Relationships:** Other Trustees, Accounts Assistant, Office Manager, external accountants, HMRC, Charity Commission

<p><b>Job Purpose:</b> To oversee, on a voluntary basis, the financial affairs of the organisation, ensuring the finances are lawful and within accepted accounting practices and the organisation's constitution</p>
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### Main Duties and Responsibilities

- Report on the financial health of the organisation, including at monthly trustee meetings. In so doing ensure the production of necessary financial reports, returns, accounts and audits.
- Contribute to the overall strategy by advising on financial implications of strategic plans.
- Oversee the production of an annual budget and thereafter monitor actual income and expenditure against it and advise on financial viability of the organisation.
- Ensure proper financial records are kept and that effective financial procedures and controls are in place.
- Oversee and operate the organisation's bank account, including BACS payments (mostly electronic, with occasional cheques) to suppliers and staff.
- Use gov.uk to pay tax, NI and any other deductions owed in relation to payroll.
- Manage the organisation's VAT scheme, including by making quarterly VAT returns.
- Make annual returns to the Charity Commission.
- Liaise with the external accountants as required for them to generate the annual accounts.
- Prepare and present a financial report for the organisation's monthly trustee meetings and annual AGM.
- Work alongside other trustees in areas beyond finance to ensure the ongoing health and development of Lichfield Arts.

Support will be provided by the Accounts Assistant and Office Manager, with the role focusing more on higher-level financial control and operating the bank account.

## **Location**

The role can mostly be performed remotely, with occasional visits required to the office in Lichfield and to Trustee and other meetings.

## **Indicative Effort**

Average 3 hours a week, varying across the year. Most trustees additionally volunteer in areas beyond their specialism, such as to assist in running our concerts or festivals.

## **Experience Required**

### ***Mandatory:***

Professional accounting, finance or similar qualification/experience.

Managing financial systems for an organisation, including accounts, budgeting, payroll and VAT.

Operation of relevant IT systems, including accounting systems, spreadsheets and online bank accounts.

### ***Desirable:***

Familiar with the Xero accounting system.

Experience of working in the charity sector.

An interest in music and the arts.

## **Personal Qualities Required**

Enthusiastic, responsible, resilient, positive, diplomatic and a sense of humour.

Team player, able to work effectively with other trustees, staff, volunteers and external agencies.

Responsive to requests for input and committed to meeting required timescales, such as for monthly reporting and payroll.

Committed to the delivery and promotion of the arts in Lichfield.

## **Special Conditions**

- The duties may involve accessing information of a confidential nature that may be covered by GDPR, be commercially sensitive or relate to client information. In such circumstances, confidentiality must be maintained throughout.
- The post holder must comply with Lichfield Arts' Equal Opportunities and Health and Safety Policies.
- Lichfield Arts reserves the right to vary the duties and responsibilities if/as the requirements of the role change.