

Role Description

Role title	Assistant Treasurer
Main purposes of role	<p>The Assistant Treasurer is a full member of the Board of Trustees who provides support to the museum's Treasurer, the Board of Trustees, Management and staff in all matters concerning the charity's financial and business operations.</p> <p>This will include helping to manage the financial affairs of the charity within relevant museum policies and legal framework, maintaining records and reporting.</p>
Key tasks	<p>In addition to Trustee role description:</p> <ul style="list-style-type: none"> ● Help ensure that the charity operates within the financial guidelines set out in current legislation, by the Charity Commission, in the Charity's constitution, Company Law and by the Board of Trustees. ● Help ensure that financial data held is accurate and reported in such a way that facilitates good financial governance. ● Attend Board meetings, advise on the financial implications and operational risk arising from board decisions ● Help manage the Museum's accounts system (Xero) and online banking ● Manage contracts and payments to suppliers, e.g. utilities, ensuring good value for money ● Help with Gift-Aid recording and claims ● Assist in the preparation of annual budgets ● Any other tasks needed to support the Treasurer in their work
Key results/objectives	<ul style="list-style-type: none"> ● Work in close co-operation with the Treasurer to support the smooth running and compliance of the museums finances ● Stand in for the role of Treasurer when they are not available ● Production of timely, up to date financial reports for Board meetings (every 2 months)
Responsible for staff/equipment	n/a
Reporting to	Museum Treasurer

Updated	17/11/2023