

The Drill Hall Chepstow Treasurer Job Description

Drill Hall Chepstow

Lower Church Street, Chepstow NP16 5HJ

OVERVIEW OF ROLE

The Drill Hall Chepstow is looking for a new treasurer to join its team of volunteers. The Drill Hall treasurer plays a key role in ensuring the hall's future as a well-used arts and community venue and a valuable resource to Chepstow.

The Drill Hall treasurer is a voluntary role with no remuneration.

The Drill Hall treasurer is responsible for ensuring all the financial affairs of the Drill Hall, Chepstow are properly conducted in accordance with:

- the requirements of the Drill Hall Management Committee and Chepstow Town Council
- financial best practice
- public accountability for finance, funds and assets
- the operating needs of the Drill Hall.

Note that there is the possibility of splitting and job sharing the role between:

1. high level management and reporting
2. day to day administration of supplier invoices and income.

JOB SPECIFICS

Make appropriate arrangements/develop procedures for invoicing/receipt of income and audit them on a regular basis. This should include procedures to identify and chase unpaid invoices.

Manage the payment of supplier invoices by cheque or electronically following town council guidelines on timescales.

Make appropriate arrangements/develop procedures for management of ticket receipts/income, hire income, bar income, other income and petty cash and audit them on a regular basis.

Receive and bank income on a regular basis.

Ensure that appropriate arrangements exist for making bookings and the issuing of invoices.

File Drill Hall invoices, supplier invoices and other financial material.

Keep a record of all financial transactions in a single electronic 'ledger'.

Monitor the Drill Hall Bank account(s) and undertake bank reconciliations.

Provide the Drill Hall management committee with a regular (at least quarterly) report of the financial situation, identifying significant income and expenditure transactions together with updated details of current account and reserves.

Review trends in income and outgoings, identify financial risks and alert the Drill Hall management committee to prospective financial difficulties in sufficient time to allow the committee to make decisions to resolve any expected shortfalls.

Prepare the Annual Accounts and Report for the Drill Hall Management Committee.

Prepare other reports and attend Drill Hall Management Committee meetings as required.

Prepare the annual submission to Chepstow Town Council for support through the Operating Grant Scheme.

Liaise with the Drill Hall caretaker on a regular basis regarding invoicing and any issues in the receipt of income.

Negotiate with utility suppliers to obtain the best rates for services.

Make recommendations to the Drill Hall Management Committee regarding hire charges.

Assist the Drill Hall Management Committee in the provision of relevant financial information in support of fundraising and grant applications.

EXPERIENCE/QUALIFICATIONS

Financial management or accountancy experience and qualifications will be a considerable advantage.

Experience in a position of trust in other volunteer/charitable organisations will be considered.

Computer literacy in terms of financial systems/spreadsheets/reports/presentations is a requirement.

It is helpful to be a keen supporter of Drill Hall events and it is expected that applicants will be enthusiastic about maintaining and growing the Drill Hall as a community and arts venue.