



Role profile – Honorary Treasurer, Trustee

The Trustees of Ramsey Rural Museum CIO are recruiting to this essential role on the Board of Trustees. This is a voluntary position, reporting into the Board of Trustees.

Role summary:

- Ensure the charity is carrying out its purposes to the public benefit providing general financial oversight and direction to the Board of Trustees, enabling the Trustees to fulfil their responsibilities for the overall financial planning, budgeting and strategic direction of the museum.
- Comply with the museum's governing document and legal and charity commission regulations. Responsible for making the accounts official with finance professionals as appropriate.
- Act in the charity's best interests and manage the charity's resources responsibly - oversee the monitoring of museum finances on behalf of the Board, reporting regularly to the Board.

Key tasks of the Treasurer / Trustee

Ensure that book keeping, record keeping, and budgeting are done to the appropriate standards. This includes:

- Ensuring proper systems are in place for budgeting, financial control and reporting;
- Overseeing and monitoring procedures to reduce the risk of fraud;
- Training and supporting volunteers to ensure accuracy with tasks such as bookkeeping;
- Keeping all trustees properly informed about the state of the organisation's finances.
- Ensuring financial reports to the trustees are comprehensible;
- Ensuring accounts and other financial reports are produced in the proper form and on time as required by other bodies including the annual submission of accounts to the Charity Commission;

- Overseeing the appointment and communications with auditors or independent examiners, according to legal requirements;
- Monitor the strategic management of the organisation's financial resources, and report to the Chair and the Board;
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at agreed regular intervals;
- Work closely with other trustees and members of the management committee on funding applications, where appropriate taking the lead;
- Act as a counter signatory for online banking and applications to funders.

Person Specification

- Experience of accountancy, book keeping or similar financial responsibility
- Core understanding of a charity's financial responsibilities
- Competent IT skills
- Ability to effectively communicate and explain financial information to members of the board and other stakeholders
- Ability to supervise other volunteers for financial tasks
- Willingness to get involved and be a part of the Museum's active team of volunteers
- Willingness to improve skills and knowledge and keep up to date with new legislation and requirements of charity accounting
- Eligible to be a trustee according to the legal requirements for Trustees.

References will be required. Due to the nature of this role further checks may be required.

Supporting information

- [The essential trustee: what you need to know, what you need to do - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-essential-trustee-what-you-need-to-know-what-you-need-to-do)
- [Charity trustee: what's involved \(CC3a\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/charity-trustee-what-s-involved-cc3a)
- [A source of information, research and knowledge for the treasurers of charities - The Honorary Treasurers Forum](https://www.honorarytreasurersforum.org.uk/)