

Glencoe Folk Museum

Role title: Treasurer

Reports to: the Board

Purpose of the role

- to ensure the financial affairs of the Museum are conducted within legal requirements, accounting conventions and good practice.

Main duties

- to help the Board fulfil its financial responsibilities.
- to communicate with relevant authorities, contractors, staff and other Board members about the financial health of the Museum.
- to produce a yearly written Treasurer report for the Board.
- to ensure compliance with HMRC and Inland Revenue and Customs and Excise (VAT) requirements.
- to assist the Board with the appointment of accountants, auditors or independent examiners if needed.
- to work with the appointed accounting and payroll firm to make sure the Museum's Annual Report is submitted to OSCR in a timely manner.
- to conduct monthly payroll duties.

Ensure the financial viability and development of the Museum

- help the Board develop long-term financial strategies.
- monitor financial objectives and budget implementation.
- work closely with relevant staff and the Board in sourcing and writing funding applications.

Key qualities

- knowledge of basic financial accounting and reporting procedures and/or a desire to learn and be trained in charity finances.
- ability to communicate financial information to those who may have little or no financial background.
- hands-on book-keeping skills.

Role support

- This role is expected to be undertaken for two years, although it can be lengthened or shortened by mutual agreement.
- The Treasurer role will always be fully supported by the wider Board, no major financial decision is expected to be made by the Treasurer alone.

For more information please email: treasurer@glencoemuseum.com