

## **TREASURER**

How would you like to help manage and oversee the accounting and financial functions for the Regal Theatre, and be part of the decision-making and planning process on aspects affecting the current and future financial viability of the Theatre. You would play a vital part in ensuring income from our shows, audiences, donations etc. is managed impeccably, by helping plan and monitor budgets to ensure they are feasible in relation to available funds.

### **What's involved?**

- Monitoring contracts for services, e.g. electricity, water, bins etc. for best deals and expiry dates.
- Planning and agreeing annual budgets with Department Heads, and monitoring expenditure matches agreed limits
- Attending monthly Board meetings, and keeping the Board up to date with the financial situation
- Being part of a finance sub-committee addressing budgeting and opportunities
- Producing an annual Treasurer's report for the July AGM
- Liaising with our Accountants to complete the Year End Report.
- Completing the annual Charity Commission checklist
- Receiving and responding to mail and emails at home, from organisations, companies and other MATA volunteers about purchase and event costs.
- Liaising with bookkeeper and overseeing the work

### **This role will suit people who .....**

Have previous experience as a treasurer or bookkeeper and enjoy financial budgeting, planning, and negotiating with people and companies at all levels. Possess an excellent understanding of Excel, are experienced and confident using accounting software, and have the ability to learn and implement new systems.

### **What's in it for you?**

- Enjoying being a member of a team of enthusiastic volunteers focused on making the Regal a success and a valuable asset for the community
- The opportunity to use and expand your skills to bring order to all things financial
- Teaming up and working with new and interesting people to complete a common goal.

Place of work: From home and in the Back Office at the Regal Theatre

Time commitment: TBA

Report to: The Chairman and the Board

Training: Training on the systems and procedures from the present incumbent and mentoring from other volunteers