



Deal Music & Arts

Honorary Treasurer - a voluntary position and member of the Board of Trustees

Role Overview:

Our Treasurer helps the Trustees ensure the economic health, budgetary prudence and financial solvency of DMA. As someone who understands organisational financial accounting and the systems necessary to ensure financial accountability, our Treasurer acts as an advisor to our General Manager and chair as well as briefing the Trustees.

The Treasurer role is non-executive. The areas in which they support the executive team and guide the Trustees include:

Financial Planning and Reporting:

Establishing short-term and long-term financial goals.

Assisting in the creation of annual budget, interim financial reporting to the F&GP Committee and quarterly financial reporting to the Board on progress against budget

Financial Management:

Checking that appropriate systems are in place to create and maintain accurate and up-to-date financial records, including income, expenses, and assets.

Compliance:

Reviewing the policies and procedures in place to ensure DMA complies with all financial regulations, including tax and charity laws.

Audit and Review:

Work with our accountants to analyse and present to Trustees the annual accounts and any recommendations made

Investment and Risk Management:

Guide the Trustees when making decisions about investments and investment risks

Likely qualifications and experience:

Our Treasurer does not have to have prior experience of arts organisations although an interest in music, the arts and arts education would be welcome. Most importantly we need strong financial and accounting knowledge, preferably with a background in corporate finance and/or accounting. Our Treasurer will be called on for guidance to Trustees in decision making, as well as being asked to take a pro-active role in supporting the executive team's management and reporting of DMA's financial affairs.

Previous experience as a treasurer or in a financial leadership role would be desirable.

Time Commitment: The Treasurer role is a volunteer position. The time commitment can vary but we estimate approximately (6 hours per month), which will fluctuate according to the accounting year and timing of Trustee meetings.

Why be our Treasurer?

Deal Music and Arts is a lively and successful arts charity with a long record of success. Our music education programme has enormous impact within the communities we serve and the Annual Festival creates a magnificent offering of music and arts in Deal and East Kent. You would be joining a dedicated and enthusiastic team and bringing your financial expertise to a grateful and welcoming group of staff and volunteers!

**CVs and accompanying letters should be emailed in confidence to Willie Cooper, General Manager irondraw@btinternet.com
www.dealmusicandarts.com**