

WILTSHIRE *Live* MUSIC CENTRE

WILTSHIRE MUSIC CENTRE TRUST LIMITED
Registered Charity (No. 1026160)



Honorary Treasurer Job Description and Person Specification

Job Description

Wiltshire Music Centre is seeking an experienced and dedicated Honorary Treasurer to join the Board of Trustees. Supported by the Chair of the Board of Trustees and working closely with the full-time CEO and part-time Head of Finance & Operations, the Honorary Treasurer will play a pivotal role in ensuring the financial health and sustainability of the organisation.

This role requires a strong background in financial management and governance, as well as a commitment to the organisation's mission and values. If you are passionate about music and finance, and are interested in contributing to the success of Wiltshire Music Centre, please submit your application detailing your relevant experience and qualifications.



About the role

KEY RESPONSIBILITIES	
Financial Oversight	<ul style="list-style-type: none"> • Provide strategic financial guidance to the Board of Trustees, CEO, and Head of Finance & Operations to ensure the organisation's financial stability and compliance with regulatory requirements. • Review and monitor financial reports, budgets, and forecasts prepared by the Head of Finance & Operations, offering insights and recommendations as needed. • Support the Head of Finance & Operations to develop and maintain accurate financial records, including income, expenses, assets, and liabilities. • Oversee the preparation of financial statements and reports for presentation to the Board of Trustees and external stakeholders. • Ensure transparency and responsiveness throughout the annual audit to facilitate a thorough and efficient examination of the organisation's financial affairs.
Budget Management	<ul style="list-style-type: none"> • Support the CEO & Head of Finance & Operations to develop draft annual budgets and financial plans that align with the organisation's strategic objectives. • Monitor budget performance throughout the year, identifying variances and implementing corrective actions as necessary.
Financial Governance	<ul style="list-style-type: none"> • Ensure compliance with relevant financial regulations, laws, and best practices, including Charity Commission guidelines and accounting standards. • Review and update financial policies and procedures as needed to enhance internal controls and mitigate financial risks. • Chair meetings of the Finance & Resources Committee, providing leadership and direction in financial matters.
Communication and Collaboration	<ul style="list-style-type: none"> • Serve as a liaison between the Board of Trustees, CEO, Senior Management Team, and external stakeholders on financial matters. • Communicate financial information and updates effectively to the Board of Trustees, providing clear explanations and recommendations. • Support the CEO, Head of Finance & Operations, and other staff members to integrate financial considerations into strategic decision-making processes.

Person Specification

The role requires the following skills, qualities and experience in particular:

Qualifications	<ul style="list-style-type: none"> ✓ Previous experience in a senior financial management role, preferably within the nonprofit sector. ✓ Strong understanding of financial principles, accounting practices, and budgeting processes. ✓ Excellent analytical and problem-solving skills, with the ability to interpret financial data and trends. ✓ Effective communication and interpersonal skills, with the ability to build relationships and work collaboratively. ✓ Sound judgement and integrity, with a commitment to upholding ethical standards and fiduciary responsibilities. ✓ Knowledge of charity governance and regulatory requirements is desirable.
-----------------------	--

Terms & Conditions

Terms and Conditions	<ul style="list-style-type: none"> • This is a voluntary position. • The Honorary Treasurer will serve on the Board of Trustees and will be required to attend regular board meetings • The time commitment for this role may vary depending on the organisation's needs and activities. • The Honorary Treasurer will work closely with the CEO and Head of Finance & Operations to fulfil their responsibilities effectively.
-----------------------------	---

Equal opportunities and safeguarding commitment

WMC is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences. WMC is committed to safeguarding and promoting the welfare of children, young people and vulnerable people and expects all staff and volunteers to share this commitment.