

Blue Apple Theatre is a highly ambitious theatre company which brings all the benefits of taking part in theatre to performers with learning disabilities, and enables them to present high quality productions to the widest possible audience.

Blue Apple Theatre Treasurer Role Description

General Information

Role Title:	Blue Apple Treasurer
Location:	Board meetings at Tower Arts Centre, Discovery Centre or other city centre venue and working from home
Hours:	Attendance at bi-monthly Board meetings and Finance Committee meetings as necessary as well as ad-hoc work in-between (approximately six hours per month)
Salary:	This is a voluntary post but expenses will be paid
Responsible to:	Chair of Board

Responsibilities

General

- Monitor the charity's financial administration
- Report to the Board at regular intervals on financial administration and the financial health of the charity in line with best practice, the charity's governing document and legal requirements
- Ensure proper records are kept and that effective financial procedures are in place
- Oversee the production of financial reports and returns, accounts and audits
- Chair Finance Committee in line with terms of reference

The Tower at Kings', Romsey Road, Winchester, Hampshire, SO22 5PD
Tel: 07510 844480 admin@blueappletheatre.com www.blueappletheatre.com

Patron: Alan Lovell DL Founder: Jane Jessop
Registered Charity No.1151078

Registered in England & Wales Company Limited by Guarantee No. 8268201

- Safeguard the good name and ethos of Blue Apple Theatre
- Protect and manage the property of Blue Apple Theatre to ensure proper investment of the organisations funds

Specifically

- Oversee strategic financial planning
- Oversee the charity's financial risk-management process
- Liaise with relevant staff, Trustees and/or volunteers to ensure the financial viability of the charity
- Make fellow Trustees aware of their financial obligations and take a lead in interpreting financial data to them
- Regularly report the charity's financial position at Board meetings (including balance sheet, cash flow, fundraising performance)
- Oversee the production of an annual budget
- Appraising the financial viability of plans and proposals
- Lead on appointing and liaising with auditors/an independent examiner

Other tasks/requirements

- Pass an enhanced CRB check
- Attend induction session for new volunteers
- Visit Blue Apple Theatre rehearsals as discussed and agreed and performances
- Inform Board members when you will be away
- Take responsibility for your own time management and administration

Conflict of Interest

It is required that all trustees will declare to the Board any potential conflict of interest.

Behaviours

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It is expected that all trustees behave in such a manner that does not bring the organisation, its employees, staff and Board in to disrepute.

No Trustee may benefit, or be seen to benefit financially, through the acceptance of gifts, or other agreements in relation, both directly or indirectly, to their association with Blue Apple.

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