Trustee - Treasurer

Glenesk Folk Museum is a small, independent museum founded in 1955, nestled within the Angus Glens of Scotland. It is a Scottish Charity run by the board of Trustees, a small team of paid staff and volunteers. The museum currently relies for income on a self-run café and gift shop, donations, events and funding from grant giving bodies.

Glenesk Trust seeks a new Treasurer to lead the Board on financial issues.

This trustee will play a key role in helping us achieve our mission to educate, stimulate, and inspire our visitors.

The organisation has undertaken a significant period of change, implementing improved governance and financial processes to make the operation more focused, efficient and self-sufficient.

Building on successes of the past several years, the new Treasurer will be instrumental in supporting its continued growth and sustainability as a thriving organisation. They will also bring an in-depth understanding of the importance of good financial governance to ensure continued and future success.

The Treasurer’s role is to advise the board on financial matters, to work closely with the Development Leader and to oversee that all financial requirements are complied with.

The Treasurer will be asked to

* oversee the financial systems and reporting of the Trust and Trading Company
* give financial reports at board meetings
* oversee the fulfilment of annual financial requirements including accounts submissions to HMRC and OSCR and all legal requirements of the Trading Company and Trust
* work in collaboration with board and staff members on funding applications to deliver necessary financial information
* Bookkeeping:
	+ Maintaining up to date database (presently Xero) and reporting to trustees as required
	+ Payment of bills, producing invoices and overseeing income
	+ Producing end of year accounts
* Point of contact (POC) for banking
* Maintaining records of Pay Roll, acting as POC for all pay matters including HMRC and NEST (Workplace Pensions). Timely payment of tax to HMRC
* Give the annual financial report for the AGM
* Work in collaboration with Development Leader and Museum Team on developing budgets as necessary
* Act as an ambassador for the Museum

Candidate Experience

We are looking for someone with advanced financial and accounting experience preferably within the charity sphere.

Number of meetings a year

4 board meetings per annum and the AGM, usually in the evening, remote on-line attendance.