



Charity No. 1160344

## **The Seaside Museum, Herne Bay**

The Herne Bay Museum Trust manages The Seaside Museum on behalf of Canterbury City Council. It is a small, town museum that in addition to an annual management fee from the Council, derives income from trading activities such as admission fees, activities and events, and retail sales. It has the usual range of outgoings that have to be accounted for, such as utilities, occupancy and office costs and purchases of retail stock. The long-term financial security of the museum and additional fund-raising measures are prime concerns for the trustees.

As the management of an accredited museum, the trust is eligible for grants for which the funds are restricted to specific projects.

## **Treasurer Role Description**

Note: The overall role of a Treasurer is to maintain an overview of the organisation's affairs, ensure its financial viability and ensure that proper financial records and procedures are maintained. At The Seaside Museum the Treasurer takes the leading role in the day-to-day finances of the organisation.

## **Treasurer of Herne Bay Museum Trust**

In addition to the general responsibilities of a trustee, the duties of the treasurer include the following.

- Making payments and maintaining financial records of income and expenditure and ensuring that appropriate accounting procedures and controls are in place
- Assisting in the drawing up of applications for grants and accounting for the expenditure of restricted funds
- Preparing accounts and financial reports for the trustees and volunteers on the financial situation of the Trust and presenting them in a clear and easily understandable way
- Preparing annual budgets and financial forecasts to ensure that the financial resources of the Trust meet its current and forecast needs and contributing to its fundraising strategy as necessary
- Ensuring that the charity has appropriate reserves and investment policies which conform to the aims and objects of the charity and its legal responsibilities

- Involvement in the preparation of the strategic and business plans of the Trust and advising on their financial implications
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and Canterbury City Council, and that they are independently examined as necessary and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities and liaising with trustees, paid staff and volunteers about financial matters
- Sitting on appraisal, recruitment and disciplinary panels as required

### **Person specification**

In addition to the person specification for a trustee, the treasurer should ideally have the following qualities.

- Familiarity with handling finance and financial matters
- Some understanding of charity finance and fundraising
- The ability to analyse financial proposals
- A readiness to make necessary recommendations to the board
- A willingness to be available to staff for advice and enquiries on an ad hoc basis