

# Royston Arts Festival

## Treasurer

### Role description

The Treasurer is the chief financial officer of Royston Arts Festival and is responsible to the Chair of Royston Arts Festival and the Management Committee.

#### *Responsibilities and Duties*

The Treasurer should:

- be responsible for maintaining the accounts of the Royston Arts Festival
- ensure an annual budget is set
- monitor festival expenditure against the festival's budget
- operate and be a co-signatory on the festival bank account and ensure that all spend, invoices and bills authorised by the Chair or Management Committee are paid
- ensure that the Management Committee receives regular up-to-date and accurate financial information
- take the lead in the appointment of auditors and present the audited accounts at the festival's AGM, drawing attention to any salient points
- take a lead in appraising the financial risk of future plans/proposals
- ensure that there are adequate financial controls and procedures in place
- take the chair at meetings if the Chair and Vice Chair are absent
- take minutes if the Secretary is absent.

#### *Knowledge and Skills Required*

Ideally the Treasurer is someone who:

- Is numerate and has a good working knowledge of financial management.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.

#### *Estimated Time Commitment Required*

The estimated time commitment required as the Treasurer of Royston Arts Festival is half an hour per week but will vary throughout the year.

The Treasurer is appointed for a one year period.