

TREASURER ROLE DESCRIPTION 2023

Lake District Music (LDM), a leading UK music education and performance charity. Lake District Music is a registered Charity and Company Limited by Guarantee governed by a Council of Management run by the board of Directors who are its Trustees. The Office Holders are the annually elected Chairman, Deputy Chairman and Treasurer. The charity employs a full-time Operations Director with whom the Treasurer will work closely in managing the finances.

Treasurer is a voluntary role which involves:

- Liaising with the Operations Director to draw up an annual budget before the beginning of each financial year
- Liaising with the Operations Director to draw up appropriate finance papers for the five Council of Management Meetings held annually
- Being the main bank signatory and responsible for payment of salary & expenses to Operations Director & Artistic Director
- Authorising bank payments when financial limits are exceeded by the Operations Director
- Working with the Operations Director to prepare the annual accounts and liaising as appropriate with the External Examiner
- Presenting and interpreting the relevant financial information to the Council of Management in a way that is straightforward to understand
- Liaising with the Chairman, Operations Director and Artistic Director in deciding on appropriate fundraising activities
- Presenting possible financial scenarios and solutions for Trustees to add value in the consideration of the strategic direction the festival is to take.
- Providing support & information of a financial nature to various subgroups looking at the strategic direction of the charity from time to time.

LDM's financial year runs from 1 October to 30 September annually.

Key attributes of the role are:

- Financial Experience (ideally in relation to developing an organisation)
- Good communication skills around financial matters
- Good relationship builder
- Ability to work as a team

OB/RM

September 2023

To apply, please submit a CV and short covering letter to Nick Hardisty (Operations Director): nick@ldsm.org.uk

We would also be grateful if you could submit an equal opportunities & diversity monitoring form (optional). Forms should be anonymous, so please make sure NOT to label this with your name.

Excellence in performance • Excellence in training