

Loughborough Carillon Tower & War Memorial Museum

(For the sake of brevity, the above organisation is referred to as 'the museum' throughout)

Treasurer role description

Dated March 2021

1. Role summary

The Treasurer is responsible for managing and maintaining the financial health of the museum. The role involves ensuring robust financial records are kept. This role is voluntary and unremunerated. Expenses are paid for travel and training

2. Main responsibilities of the role

- Set the museum's overall financial policy
- Ensure that current resources and sufficient reserves are held to meet the museum's present and future needs.
- Ensure that financial decisions are made in line with the museum's governing documents, charity law, company law, accepted accounting practice and any other relevant legislation or regulations.
- Ensure that the Board of Trustees is aware of its financial obligations and has the information and skills to act on its obligations, by taking the lead in interpreting financial data.
- Ensure appropriate accounting procedures and controls are in place (e.g. cheque signatories, purchasing limits/systems, petty cash and PayPal)
- Prepare and present financial reports and accounts for the Board of Trustees, the Charity Commission and any funders (including any audit requirements) as required.
- Acts as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion

3. General responsibilities of a trustee

In addition to the responsibilities already outlined, trustees have the following general responsibilities:

- Ensure that the museum complies with all relevant legislation and regulations, in particular ensuring that the museum prepares and submits its reports, annual returns and accounts as required by law.
- Ensure that the museum complies with the requirements and rules set out in its governing documents and ensure that the museum applies its resources exclusively to pursuing its objectives.
- Contribute actively to the board of trustees' role in giving firm strategic direction to the Loughborough War Memorial Museum, setting overall policy, defining goals, setting objectives and evaluating performance against objectives.
- Ensure the effective and efficient management and administration of the museum.
- Ensure the financial stability of the Loughborough War Memorial Museum Trust and the proper investment of the museum trust funds.
- Keep informed about the activities of the Loughborough War Memorial Museum Trust and wider issues which affect its work.
- Act with integrity, and avoid any personal conflicts of interest or misuse of the museum's funds or assets.

- Use specific skills, knowledge and experience to help the board of trustees reach sound decisions.

4. Time commitment

The Trustee Board meets monthly. In addition to attending these meetings, Trustees will undertake work to meet the specific requirements of their role, as well as participating in other tasks where appropriate.