



Honorary Treasurer

About Us	<p>Established in 1968, The Egham Museum is an independent, community museum and registered charity (The Egham Museum Trust, Charity No: 278422) reliant on volunteers, donations and grants to remain open. Through our exhibitions, outreach programmes and innovative use of our collections, we provide for our local communities and visitors a centre of life-long learning dedicated to raising awareness, sharing knowledge and promoting enjoyment of history. The Egham Museum is Accredited under the national Arts Council England Museum Accreditation Scheme and is open to the public on Tuesdays and Thursdays between 10am and 4.30pm and on Saturdays between 10.30am and 12.30pm.</p> <p>We currently have a part-time paid professional Curator and Assistant Curator due to a project grant from the National Lottery Heritage Fund. Every other person working in the Museum is a volunteer who give their time with anything from a couple of hours a month, to a couple of days per week, including 6 Trustees. Find out more on our website www.eghammuseum.org.</p>
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Role	Treasurer
Tasks	<p>Weekly</p> <ul style="list-style-type: none"> • Pay invoices and expense claims against receipts; <p>Monthly</p> <ul style="list-style-type: none"> • Maintain Management Accounts workbook along with the Curator, and reconcile to bank statement monthly; • Monthly payroll via Charity Payroll Services (CPS); <p>Quarterly</p> <ul style="list-style-type: none"> • Prepare financial update for quarterly trustee meeting (meetings are held 4 times a year in January, April, July, October); • Bank donations box quarterly; <p>General</p> <ul style="list-style-type: none"> • Oversee Direct Debits and Standing Orders; • Maintain signatories/online authorisers for CAF Bank account; • Oversee COIF deposit account, which has a very small balance; • Circulation of Charity Commission newsletter to Trustees; <p>Annually</p> <ul style="list-style-type: none"> • Salary calculation - annual pay review; • Contents, Public Liability and Trustee Indemnity Insurance renewal date 1 Jan; • Annual Accounts and Trustee Annual Report - accounts subject to independent examination. The Charity Commission filing deadline is 31 October.
Skills	<p>We are looking for a treasurer with the following financial skills:</p> <ul style="list-style-type: none"> • Qualified/experienced accountant with commercial awareness and knowledge; • Knowledge or awareness of charity SORP; • Knowledge and experience of charity fundraising and finance practices; • Understanding of accounting systems and confidence in analysing and interpreting financial information; • Proven ability to communicate and explain financial information to members of the

	<p>Board and other stakeholders;</p> <ul style="list-style-type: none"> • Competent IT skills. <p>This role would interest you if you:</p> <ul style="list-style-type: none"> • Enjoy working in a small team; • Have a good sense of order and enjoy organising things ; • Are interested in history and want to learn about the Museum; • Can spare a couple of hours on a regular weekly basis.
Benefits	<p>This is a voluntary role and no payment can be made, but we can offer you:</p> <ul style="list-style-type: none"> • A friendly and welcoming environment; • Training and support in all areas of the role; • An enjoyable experience; • Endless cups of tea/coffee.
Apply	<p>If this sounds like the role for you, then please email your CV and a covering letter to:</p> <ul style="list-style-type: none"> • Vivian Bairstow, Chairman, The Egham Museum Trust, Vivian.bairstow@begbies-traynor.com • Or post to: The Egham Museum, The Literary Institute, 51 High Street, Egham, Surrey, TW20 9EW. <p>The closing date for applications is Saturday 29th February 2020. After informal conversations and a visit to the Museum, interviews may be held at a mutually convenient date.</p>