

BRITISH ASSOCIATION OF FRIENDS OF MUSEUMS UNPAID VACANCY: TREASURER

The British Association of the Friends of Museums provides support and guidance to its member Friends organisations, which in turn provide invaluable help to a wide range of museums and heritage organisations, from fundraising to running events to managing museums themselves.

BAFM is currently reviewing its ways of working, and thinking about how it can develop its role as a key strategic body that represents all those who value museums and the part that they play in modern society. The current challenges are enormous, but we continue to believe in the importance of museums, the need to campaign for them, and in the potential of Friends, locally and nationally, to help to do this.

We are now looking for an astute and energetic Treasurer, who will provide the best possible financial oversight, strategic leadership and support to Council, so that it can really make an impact. This is a vital role, and we'd be delighted to hear from you if you have:

- Financial and / or accounting procedures, policy and management experience
- A passion for museums, possibly as a Friend, certainly as a visitor
- Experience of campaigning, advocacy and fundraising, or ideas about how this might be done most effectively, would be welcome
- Previous experience as a trustee would also an advantage.

This is a great opportunity for you to develop your networks and continue your own professional development. It is chance make your mark within the organisation during a period of significant change when arguably the need for it has never been greater.

For an informal discussion of current financial management processes, please contact the Administrator: jayneselwood@live.co.uk

CVs and a brief supporting statement explaining why you are interested in this role, and what you might bring to it, should be sent to the Administrator by 16 June 2017. We hope to meet interested candidates informally in mid July – provisionally Wednesday 12 July in Central London.

British Association of Friends of Museums
Charitable Incorporated Organisation
CIO No. 1159670

TREASURER
ROLE SPECIFICATION

The Treasurer is a member of the BAFM Council and serves on the Executive Committee. The Council currently meets at least twice a year. The Council meetings are usually held in London. The AGM is traditionally held in September / October in different parts of the UK.

BAFM Council sets the strategic direction for the Association. Day-to-day administrative and financial management support is provided by a part-time, paid Administrator.

Set out below is a comprehensive role description.

Overall purpose of the role

- To support the strategic development of the Association through the provision of timely and well-informed financial advice.
- To ensure that the Association and its Trustees comply with current financial regulations governing the operation of a charity, following recommended guidelines and good practice throughout.

Routine

- 1 Prepare a Budget for approval by Council prior to the start of the Association's financial year
- 2 Provide an explanation of any key variances in the quarterly accounts.
- 3 Present the accounts at the AGM
- 4 Produce additional financial information as requested by the chairman from time to time
- 5 Advise Council on the financial viability of proposed projects and provide more general financial support
- 6 Advise Council on Charity accounting matters

Controls

- 1 Ensure that the requirements of the Charity Commission, Standard of Recommended Practice (SORP) and good practice are followed
- 2 Ensure that the Association's constitution is followed in financial matters

Banking and other Accounts

- 1 Ensure that optimum rates of interest are enjoyed

Liaison and reporting

- 1 Work closely with Chairman, Vice Chairmen, Honorary Secretary and Administrator
- 2 Be responsible to Council via the Chairman

The following is carried out by the administrator and should be overseen by the Treasurer:

Oversee

Routine

- 1 Maintain accurate and complete records of income and expenditure
- 2 Analyse the transactions
3. Produce quarterly management accounts for the Council to approve
- 4 Produce annual accounts for Council and the membership to approve
- 5 Arrange for the accounts to be examined
- 6 Approve and reimburse expenses properly incurred by Council members
- 7 Ensure that any taxes and other expenditure are accounted for and paid on time
- 8 Obtain tax refunds due under Gift Aid and similar schemes
- 9 Maintain complete and accurate accounting records
- 10 Manage all banking and cash flow activities promptly

Controls

- 1 Ensure that payments are properly authorised
- 2 Ensure that cheques are properly signed
- 3 Maintain separate records for restricted funds
- 4 Ensure that restricted funds are used for their stated purpose only
- 5 Maintain a strict audit trail sufficient to satisfy FICO and other bodies
- 6 Maintain accounting records for Insurance Scheme
- 7 Maintain records of members' subscription
- 8 Make the accounts files available for inspection by members of the Council and approved external inspectors on request

Banking and other Accounts

- 1 Ensure that external accounts are maintained in credit and that all bank accounts are reconciled on a timely basis

- 2 Ensure that Bank mandates are similar and up-to-date
- 3 Receive and check bank statements, seek correction where necessary

As Treasurer, you will also be a Trustee of the Association, with the following overarching responsibilities:

- 1 To be responsible with other Council Members for the management of the business and control of the Association, having regard to the guidance of the Charity Commission and in accordance with any other appropriate legislative or revenue guidance.
- 2 To ensure appropriate accountability and scrutiny of those who have delegated responsibility within the Association, specifically the Chairman, Vice Chairmen, Chairmen of Working Groups, Company Secretary, staff, consultants and key volunteers.
- 3 To ensure appropriate Association policies are established within the charitable objectives, and that related work programmes, membership fees and regulations, contracts, appointments, legal matters, and any other transactions are scrutinised as appropriate and are reasonable and prudent.
- 4 To promote and represent the Association as appropriate.
- 5 To take part in training sessions and Council away-days as arranged from time to time in order to ensure the on-going effectiveness of the Association.
- 6 To understand the broad operational aspects of the Association's work in order to effectively contribute to strategic planning.
- 7 To attend and take an active part in Association general meetings, specifically the Annual General Meeting and Trust Board meetings.
- 8 To play an active part in one or more of the Association's working groups or other activity areas and to assist as appropriate at major events, including the annual conference.

Terms of Appointment

- 1 Council Members are elected at the Association's Annual General Meeting for a term of three years and may be re-appointed by Council for a further period, by mutual consent.
- 2 Council Members are responsible to the membership of the Association and specifically at general meetings and the Annual General Meeting in particular.
- 3 Council Members are responsible under the relevant legislation and within the guidelines issued by the Charity Commission and Companies House.