

REHEARSAL ORCHESTRA

Role description – Honorary Treasurer As at June 2026

The Honorary Treasurer is a member of the Board of Trustees (Council of Management) and carries responsibilities in that capacity as all Trustees of the charity and as a Director of the Company.

In addition, specific responsibilities are as follows:

- To oversee the financial affairs of the Company and ensure they are legal, constitutional and within accepted accounting practice
- To liaise with staff and Trustees to monitor and advise on and ensure the financial viability of the Company
- To ensure that proper accounts and records are kept and that effective financial procedures and controls are in place, including regular reconciliation of bank statements, liaising as necessary with the Administrator
- To monitor and report to the Board on the financial health of the organisation and ensure financial information - budgets, accounts, management accounts and financial statements - is interpreted effectively to all Trustees to enable them to fulfil their financial obligations
- To lead the production of an annual budget and propose its adoption at the last meeting of the previous financial year
- To appraise the financial viability of plans and proposals
- To prepare the annual accounts
- To manage the relationship with the Company's Independent Examiners including maintaining the file of Gift Aid Declarations to enable tax claims to be made
- To manage the relationship with the Company's Bankers
- To be the primary contact for the Administrator on all day-to-day financial matters
- To work effectively with the Development Officer as necessary in relation to the financial management aspects of fundraising activity.

Qualities

- Knowledge and experience of current finance practice relevant to charities.
- Good understanding of financial management and accounting.
- Good financial analysis skills.
- Ability to communicate clearly.