

TREASURER

The Friends of Abingdon Abbey Buildings Trust is the modern incarnation of the charity which rescued the remaining Abbey Buildings from demolition in the 1940s, restored them and has cared for them ever since, over a period of more than 75 years.

The Trust is looking to recruit a Treasurer to oversee the finances of the Trust, which is a Charitable Incorporated Organisation (CIO), and its trading subsidiary which is a wholly owned limited company (TradCo). You will be joining the Trust at an exciting time as, thanks to National Lottery players, the Trust [is](#) embarking on a major project to transform the Abbey Buildings into the premier community centre for the visual and performing arts in Abingdon.

Building on 800 years of history, the attractive mediaeval location will be upgraded to form comfortable, year round meeting, exhibition and performance spaces, with access provision for all. In addition, those visiting will be able to see and understand much more of the history of the Abbey through a new permanent exhibition.

What will you be doing?

As Treasurer you will take overall responsibility for the Trust's accounting and financial health. You will :-

- Ensure the CIO and TradCo keep proper accounts
- Review the financial performance of both entities
- Oversee the CIO's financial contribution to the Lottery funded development and delivery phases of the redevelopment project
- Ensure the CIO and TradCo have robust and effective financial controls in place
- Monitor and advise on the financial viability of the CIO and TradCo
- Lead on appointing an independent examiner when required
- Oversee the production of annual budgets
- Supervise the production of any necessary financial reports/returns, accounts and audits
- Advise on the financial aspects of the CIO's and TradCo's Business Plans
- Report on financial matters to the Board of Trustees, in a format that helps the Board understand the CIO's and TradCo's financial position.
- Act as a counter signatory on the bank and investment accounts

What are we looking for?

The Treasurer should have several of the following attributes:

- Appropriate professional financial qualification
- Knowledge and experience of current finance practice relevant to voluntary and community organisations
- Knowledge of bookkeeping and financial management
- Good financial analysis skills
- Ability to communicate clearly in order to provide clarity to the Board about financial matters.

Additionally it would be advantageous if the Treasurer was familiar with the Xero online accounting system in use by the Trust.

While we estimate a time commitment of 2-3 days per month, as a small charity there will be times when the Treasurer will need to be actively involved in the work of the Trust beyond preparation and attendance at planned Board meetings (currently every other month). This may require meeting with funders, business planning, reviewing practice and procedures, or advising on operational or other issues.

What difference will you make?

| You will help [to](#) ensure that 800 years of history are secured in to the future by seeing that the Abbey Buildings continue to develop as a vital resource for the local community, providing a focus for Abingdon's creatives and ensuring a sustainable and resilient financial operating basis.