



## **B Sharp Treasurer/Finance Trustee Role Description (Voluntary)**

B Sharp are passionate about building a sound future for young people through music. We offer a broad, inclusive programme of music, singing, participation, creation, performance and development from early years to adulthood, and to young people from a wide variety of backgrounds across West Dorset, East Devon and South Somerset. We build personal, social, enterprise and leadership skills so participants and our young workforce of music leaders develop as people, musicians and citizens.

Our current focus is on supporting young people's wellbeing post-lockdown through sociable music making, and on ensuring the benefits of taking part reach the most vulnerable young people.

B Sharp's current Treasurer is retiring and we are looking for a new Treasurer to join the Board, who is committed to B Sharp's vision and who will support the CEO/Artistic Director.

### **Role of Treasurer**

The role of the treasurer is to take the lead on the board of Trustees (Directors) regarding matters financial which can be broken down as follows:

- **Compliance:** B Sharp is constituted as a Company limited by guarantee and a registered charity. This constitution necessarily involves compliance with The Companies Act, and compliance obligations with Companies House, the Charity Commission and HMRC. The Treasurer should ensure that appropriate policies and procedures are in place to meet these obligations. In the light of these requirements, it may be convenient if the treasurer is also the Company Secretary.
- **Maintenance of Financial Records:** The treasurer should ensure, on behalf of the board, that adequate financial records are maintained to:
  - To facilitate appropriate financial management.
  - To meet the requirements of the Companies Act
  - To identify the income and expenditure relating to projects subject to restricted funding to meet funders reporting requirements.
- **Financial Management:** To assist the board, staff and Accountants in the preparation of quantified plans and monitoring of financial performance to ensure that the organisation is solvent and has adequate funding for activities to be undertaken.

The financial management of the organisation is shared between staff, Treasurer and external Accountants. The responsibilities are shared as below:

## **Treasurer**

- To take the lead on the Board for matters financial, monitoring financial performance to ensure that the organisation is solvent and has adequate funding for activities to be undertaken
- Compliance – ensuring B Sharp files returns and accounts accurately and on time. In particular, that appointments, resignations and changes of details are reported expediently, the annual confirmation statement and accounts are filed at Companies House, PAYE, NI and pension payments are made on time and, if required, Corporation Tax returns are submitted.
- To have oversight of preparation of financial reports and ensure adequate financial records are kept
- To help CEO with business planning, budgets, and funding applications
- To review and approve online bank payments
- To liaise with the External Accountants

## **External Accountants/Auditors**

- To prepare annual report and accounts
- To arrange Independent Examination of the annual accounts
- To prepare and file Corporation Tax returns, if required.

## **B Sharp Staff (CEO and Administrator)**

- Day to day bookkeeping and payroll
- To prepare termly management accounts/financial reports for the board
- Maintaining and overseeing financial records of B Sharp projects and activities
- To carry out business planning, budgeting and prepare funding applications

## **Time Commitment**

The B Sharp board meets 4 times per year.

For information, B Sharp's previous Treasurer has attempted below to breakdown the tasks he has performed and the approximate time they take.

- Review of financial records and reporting: – between 1 and 4 hours per month (probably about 3-4 days per year under normal circumstances).
- Filing of accounts, Charity Commission return, confirmation statement, and other Companies House and Charity Commission reporting: – 2-4 days per year.
- Helping CEO with business planning and budgeting: – 4-5 days per year.
- Helping CEO with funding applications: – 2-4 days per year.
- Reviewing accounting policies, procedures, QuickBooks set-up and reserve target: – 3 days per year.

This is in addition to general duties of a Trustee.

B Sharp are committed to equality of opportunity and diversity of access, both to our work with young people and within the organisation. B Sharp wants its Board and team to reflect the diversity of the communities it serves, and applications are welcomed from people across cultures, genders, ethnicities, and lifestyles.

If you feel you could support B Sharp as our Treasurer, we would love to hear from you. Please do sent a brief email to [info@bsharp.org.uk](mailto:info@bsharp.org.uk) letting us know about your financial experience and what you could bring to B Sharp. Please do get in touch for further information and if you wish to speak to the current Chair, Treasurer or the CEO/Artistic Director, we will be happy to do so.