

# “acta

**Treasurer recruitment pack  
Autumn 2023**



## What is this pack for?

We're on the lookout for a new Treasurer for our board. We need someone to watch over our financial management, working closely with the other members of our board to safeguard acta's finances and future.

As a treasurer Trustee, you will bring your financial knowledge and experience to help guide the financial decision-making of our charity. Your oversight and strategic planning will ensure that our financial resources are utilised efficiently to fulfil our mission and support the communities we serve.

## What is acta?

Since 1985, we have been working to bring together people from different cultures, experiences, and generations to make and share creative work. To do this we run several different regular open access creative groups, often with a focus on theatre, in Bedminster and beyond. We believe creativity belongs to everyone, and everyone has a story to tell. acta is a place where everyone's story matters, where individual opinions and experiences count, and are valued by others. We enable communities to share their stories, and engage audiences who rarely attend theatre.

We have a theatre in Bedminster from where we currently run nine of our thirteen weekly creative groups. For the other four (in Lockleaze) we travel to them. In our building we also have a café, currently used for refreshments during shows but also a weekly hot meal for local older people, helping alleviate social isolation. On Thursdays, we open it as a Creative Wellbeing Café.



## What you'd do

- Provide strategic financial guidance and oversight to the board of trustees.
- Collaborate with the Finance and Operations Manager to develop and monitor annual budgets aligned with our organisation's objectives.
- Review and present regular financial reports to the board, ensuring transparency and accuracy.
- Offer financial insights to support fundraising efforts and grant applications.
- Ensure compliance with financial regulations, charity laws and reporting requirements.
- Identify and address financial risks, implementing measures to safeguard the charity's financial assets.

You can learn more about our current board and our staff team here: [Who We Are \(opens in a browser\)](#)



# What you bring

- Financial expertise and experience in accounting, finance, or related fields.
- Knowledge of financial regulations and governance practices for charitable organisations is desirable, but training will be available.
- Ability to analyse financial data and make informed decisions.
- Strong communication skills to effectively convey financial information to board members and stakeholders.
- Experience of using Xero accountancy software would be desirable



# Time Commitment

This is a volunteer trustee role, and the time commitment is approximately 2 hours per quarter to attend board meetings (frequency may vary based on the charity's needs).

Additionally, you will convene Finance sub-committee meetings prior to the board meetings, and offer ongoing advice and guidance to the Finance and Operations Manager.

Additional time commitment for financial analysis and reporting as necessary.

## What to do now

If you like what you've read, and you're interested in becoming our Trustee treasurer, we'd love to hear from you.

To register your interest:

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