



Recruitment of a Volunteer Treasurer for The Atkinson Development Trust

Deadline for expressions of interest: 5pm, Monday 14 October 2024

About us

The Atkinson Development Trust is a registered charity whose vision is to make a positive impact on the lives of people across the Borough of Sefton. We are run by a committed group of skilled volunteers who all believe in the transformative power of arts and culture. Our role is to raise money in order to deliver projects that reach some of the most vulnerable and under-served people in our community. We do this through donations, memberships and sponsorships, and bids to trusts and foundations. This month we will launch an ambitious new membership and sponsorship offer, and as we continue to build capacity, we hope to deliver more fundraising opportunities to increase our revenue and broaden our impact.

You can find out more about The Trust and the projects we support on [The Atkinson website](#).

How we work

At present we meet every 4-6 weeks either in person or remotely. Meetings usually taking place in the evenings between 5.30-7.30pm and last for around 90 minutes. Dates are agreed in advance with Trustees, and in person meetings are usually held within The Atkinson or at Southport Town Hall.

Whilst maintaining the legal formalities, we aim to foster an informal atmosphere in which all individuals are invited to contribute to the discussion. We want people to actively participate, be heard and feel valued for their knowledge and ideas. We aim to have interesting, engaging conversations where everyone has a voice, and where we can all gain a sense of achievement.

Activities involved in the role of Treasurer:

- Overseeing the financial affairs of the Trust, ensuring they are legal and constitutional
- Overseeing the production and adoption of annual budgets, financial reports/returns and accounts
- Ensuring that proper records are kept, and effective financial procedures are in place
- Appraising the financial viability of plans, proposals and feasibility studies
- Liaising with Trustees to make them aware of their financial obligations
- Leading on appointing and liaising with auditors/an independent examiner
- Making advice and expertise available to the Board, staff and volunteers

Skills & Qualities we are looking for in a Treasurer:

- Good organisational skills
- Ability to communicate clearly
- Current knowledge and experience of charity and fundraising finance practice
- Solid and up-to-date knowledge of financial management
- Legally eligible to act as a Charity Trustee
- An interest in arts and culture

How to apply

In order to apply for this role please send a letter of application and brief CV to hello@atkinsontrust.org.uk. As this role involves financial responsibility, we would also require a suitable referee with permission to contact them for a reference.

If you would like to have an informal chat regarding this role before deciding whether to apply, you can also contact Alice Clark, Chair of The Atkinson Development Trust, at the above address.