

## **Additional Information - AAM Treasurer Role**

AAM is a limited company and a registered charity. It is not registered for vat. It has a team of five paid staff and a number of freelance workers. The turnover was reduced during the lockdown years but is c £250k. The majority of our income is in the form of grants from charitable trusts and foundations, each of which comes with specific requirements. A small subscription fee is charged to participants attending AAM's various activities and community fund-raising is a growing income stream for the charity.

The Treasurer is a member of the board of Trustees (Directors) and chairs the Finance sub-group. Whilst all Trustees share responsibility for AAM, the Treasurer takes more responsibility in financial matters and provides some direct support and advice to the paid staff.

### **The Treasurer liaises with the Creative Director and Finance Administrator to ensure that:**

- The financial affairs of AAM are conducted properly, legally and within accepted accounting practice.
- Proper records are kept, and effective financial procedures are in place.
- All necessary financial reports, returns and information to auditors are prepared accurately and to the required dates.
- Advise on the financial implications of the organisation's strategic plans.
- Present the accounts at the annual general meeting.

### **The Treasurer will:**

- Monitor the financial health of the organisation and report on this to the other Trustees.
- Ensure fellow Trustees are aware of their financial obligations and take a lead in interpreting financial data to them.
- Contribute to the fundraising strategy of the organisation.
- Ensure the financial resources of the organisation meet its present and future needs.
- Ensure that the charity has an appropriate reserves policy.
- Ensure that an annual budget is prepared by the Creative Director in good time, ahead of the new financial year to meet the needs of AAM.
- Provide advice to the Creative Director and Financial Administrator, about best practice, new systems etc as necessary.
- Do periodic checks on petty cash and bank reconciliations etc.
- With other Trustees, appraise the financial viability of plans and proposals.
- With other Trustees, identify, evaluate and manage financial risk.
- Lead on appointing and liaising with auditors/an independent examiner.