



Role Title: Treasurer

Role Description

Overview:

The Treasurer is a vital member of the festival organising committee responsible for managing the financial aspects of our annual local festival/fete, ensuring fiscal responsibility, and maintaining accurate financial records.

Responsibilities:

- **Financial Management:** Oversee the festival's budget, financial transactions, and financial planning. Ensure all financial activities align with the festival's goals and budgetary constraints.
- **Financial Planning:** Assist in long-term financial planning, helping the committee make informed decisions regarding pricing, revenue generation, and cost control.
- **Research:** Supporting committee members with acquiring quotes for equipment or services where needed.
- **Budget Development:** Collaborate with other committee members to create an annual budget that covers all festival expenses and income projections.
- **Financial Record-Keeping:** Maintain accurate financial records, including income, expenses, receipts, and invoices. Keep detailed and organised financial documentation.
- **Banking and Transactions:** Manage the festival's bank accounts and process financial transactions, including payments to vendors, sponsors, and performers. Ensure timely payments and accurate record-keeping.
- **Financial Reporting:** Provide regular financial reports to the organising committee, highlighting income, expenses, and budget variances. Present financial updates at committee meetings.
- **Fundraising and Sponsorships:** Collaborate with the fundraising team to secure sponsors and manage sponsorship funds effectively. Track all income generated from sponsorships.

About you

This role would suit someone with:

- Strong financial acumen and budget management skills.
- Experience in financial management or accounting.
- Proficiency in using spreadsheet applications.
- Attention to detail and accuracy in financial record-keeping.
- Strong organisational and analytical skills.
- Ability to work collaboratively within a team.
- Knowledge of tax regulations and financial reporting is a plus.

Time Commitment:

This role typically requires one to two days a month spread over the year. Most financial transactions take place, between March and July, in the lead up to the festival and immediately after. Our financial reporting is usually done in September.



How to Apply:

If you are interested in this role please fill out the form here: <https://forms.gle/yscFh5EWbxjYSWbu6>

This role is decided by election at the Plumstead Make Merry's Annual General Meeting (AGM) – time, date and place tbc.

We will aim to speak to everyone interested in a role before the AGM, please indicate the best times to contact you in your form. If you would like to talk to us about this role, or any of the others before submitting please email: info@plumsteadmakemerry.co.uk