

## Treasurer

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### Introduction

The Ayr Gaiety Partnership was constituted in 2014 and registered as a charity (SCIO41464) and is the owner and management board of the Gaiety Theatre & associated buildings.

The Gaiety is the pre-eminent theatre in South West Scotland, with a history of innovation from 1902 to the present day. The subject of local affection, it also has national respect and main house many performers rate as their best stage. With a reach across Ayrshire and beyond, it is much more than just a theatre building, with a goal to “enhance individual and community well-being through the performing arts”.

The goal is based on our understanding that cultural participation is an essential element of human existence. Our current business plan sets out how we continue to bring artists and communities together to explore meaning, to challenge, to grow, to experience joy and to change both themselves and their world.

In the last year, we opened Gaiety 2 in Arthur Street, Ayr which now provides a hub for our creative engagement. We are also now in receipt of Multi-Year Funding from Creative Scotland which will allow us to continue developing our offering to our community and remain the artistic heart of the Ayrshire.

### Post details:

Remuneration:	The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Ayr
Time commitment:	4 Board meetings per year, 1 AGM and 4 Sub Group meetings.  Additional monthly meeting with Executive Director and Finance Officer  Additional review and support time as required
Reporting to	Board of Trustees
Length of Term	This is a renewable three-year appointment, subject to Board review

It is the Treasurer’s responsibility to monitor the financial affairs of the charity and to report to the Trustees accordingly about the financial health of the organisation, in line with charity and legal requirements.

AGP has a Finance and Admin Officer in post who deals with the day to day finances and ensures regular and accurate bank reconciliations take place. The officer maintains the Xero and Zahara accounting systems and a record keeping system with a file for unpaid bills and a file for paid bills and ensures that all bills are paid and that all income due is received.

The Treasurer will assist the officer in the preparation of management accounts, compare actual income and expenditure against what was budget and shows the variance and prepare draft annual accounts for submission to the independent examiner.

#### **Overall Responsibilities of the Treasurer:**

- To oversee the financial affairs of Ayr Gaiety Partnership and ensure they are legal, constitutional and within accepted accounting practice.
- To ensure proper records are kept and the effective financial procedures are in place to administer organisation with £1.4m turnover.
- To monitor and report the financial health of the organisation
- To oversee the production of necessary financial reports/returns, accounts and audits
- To attend monthly meetings with Executive Director and Finance Officer, quarterly Finance Sub-group meetings and quarterly meetings with the Board to support financial management of the organisation.

#### **Strategic Leadership:**

- To liaise with relevant staff to ensure the financial viability of AGP.
- To make fellow Trustees aware of the financial obligations and take a lead in interpreting financial data to them.

#### **Governance:**

- To regularly report the financial position at the Board of Trustees meetings.
- To work with the Executive Director to oversee the production of an annual budget before the beginning of the new financial year and propose its adoption at the last Trustees meeting of the financial year.
- To work with the Executive Director to prepare budgets for specific projects and for fundraising.
- To ensure that proper records are kept and that financial procedures and controls are in place.
- To appraise the financial viability of plans, proposals and feasibility studies
- To lead on identifying financial risks and recommending appropriate action.
- To ensure the financial resources of AGP meet its present and future needs within a sound financial framework.
- To present the annual accounts/independent examination to the Annual General Meeting.
- To ensure that Inland Revenue regulations are complied with and that all returns are made on time so that fines are avoided.

#### **Efficiency and Effectiveness**

- To act as a bank signatory.
- To ensure that money held on deposit earns a good rate of interest.
- To ensure that the Board of Trustees is fully aware of all issues relating to employing staff or engaging freelancers.
- To ensure that appropriate insurances are maintained.
- To have a view of sources of funding and cashflow for the next three years.
- To ensure that the annual return is made to OSCR (ten months after the end of the financial year).
- To ensure that the organisation has an auditor or independent examiner appropriate to its turnover, constitution and funder requirements.
- To act on any management letter received and ensure that its contents are noted by the trustees and appropriate action is taken.
- To ensure that the organisation has a number of policies – such as financial controls, reserves policy etc. and these should be reviewed annually.

#### **External Relations**

- To act as an ambassador for the cause and the charity
- To maintain trusted relationships with funders, including Creative Scotland, local authority, partners and corporate sponsors.
- To act as a spokesperson for the organisation when appropriate
- To represent the charity at external functions, meetings and events

<b>Person specification for Treasurer</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Knowledge:</b>	Knowledge and experience of financial management	Either CIMA/CIPFA/ACCA/ACA Qualified Accountant, or voluntary sector finance experience Some knowledge of charity finance.
<b>Skills:</b>	Able to analyse proposals and examine their financial consequences. Preparedness to make unpopular recommendations to the Trustees. Willingness to be available to the Executive Director for advice and enquiries on an ad hoc basis. Ability to think creatively. Ability to communicate clearly.	

<b>Experience:</b>	<p>Finalising management accounts.</p> <p>Financial Management and Budgets.</p> <p>Making Financial Decisions.</p>	<p>Financial experience at a senior level.</p> <p>Previous experience of working in the voluntary sector environment.</p> <p>Experience of charity finance.</p> <p>Knowledge and experience of Equality, Diversity &amp; Inclusion</p> <p>Knowledge and experience of the Theatre Green Book</p>
<b>Other:</b>	<p>Excel</p> <p>Bookkeeping systems</p>	<p>Experience of Xero and/or Zahara financial systems</p>

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