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# Job description & Person Specification

| Job title | Treasurer (Trustee) |
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| Working hours |  | Contract Type | Voluntary |
| Salary | NA | Holiday entitlement | NA |
| Open to job share | No | Disclosure check required | Yes |
| Location | Hybrid (Board meets online and in person in Margate) | Probation period | NA |

| Responsible to | Head of Board of Trustees and the board |
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| Role description |
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| Treasurer's Responsibilities:* Oversight of Financial Affairs:
	+ Provide oversight of Arts Education Exchange' financial affairs.
	+ Ensure sustainable budgeting to support the organization's activities.
	+ Implement and maintain effective financial controls.
* Regulatory Compliance:
	+ Ensure compliance with relevant financial regulations and standards.
* Strategic Financial Planning:
	+ Support the development of short and long-term financial plans for Arts Education Exchange.
	+ Align financial plans with the Arts Education Exchange 2024-28 Strategy.
* Collaboration with CEO:
	+ Work closely with the Chief Executive and Head of Trustees to align financial strategies with the overall organisational strategy.
* Collaboration with the Finance team:
	+ Collaborate with the finance team, which provides accountancy support to Arts Education Exchange.
	+ This collaboration suggests coordination and communication with external financial support entities.

Key Relationships:* Close working relationship with the Chief Executive.
* Collaboration with the finance team.

Overall, the Treasurer role is crucial for ensuring financial stability, regulatory compliance, and strategic alignment with Arts Education Exchange' goals. This involves collaboration with internal stakeholders, such as the Chief Executive, and external support from the finance team. The Treasurer plays a key role in steering Arts Education Exchange' financial health and supporting its strategic objectives. |

| Person specification |
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| * Practical experience in finance and accounting, with a specific focus on charity finance.
* The ability to analyse financial data, make evidence-based recommendations,
* Ability to translate financial information for people with no financial background.
* Additionally, having a Chartered Accountant qualification is considered desirable for this position.

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