



**Théâtre Sans Frontières Limited
(a company limited by guarantee and registered charity)**

Treasurer – Role description

The trustees of Théâtre Sans Frontières, who are also directors of the company for the purposes of company law, bring a variety of skills and experience to the Board. All trustees have a responsibility to ensure the Board is able to fulfil its statutory governance obligations with regard to finance, accountability and the Charity Commission's requirements. With their specialist advice, trustees also support the artistic directors and freelancers in their roles. A number of the current trustees have experience of working within the arts and cultural sectors as senior managers but when our current financial expert resigns at the end of this calendar year, no trustee will hold formal financial qualifications.

We would therefore like to recruit a new Treasurer to help the Board oversee the financial affairs of the charitable company in line with current best practice, and give advice to the Board, artistic directors and financial administrator.

We would hope that the Treasurer will also contribute to the overall strategic direction of the charity and support the work of the company, attend the company's productions and advocate for it wherever possible and appropriate.

Board meetings are held two to four times a year, either in Hexham or by Zoom, and usually in the evening. The Annual General Meeting follows one of the Board meetings rather than being held on a separate date. Finance sub-committee meetings are held more regularly, usually by Zoom, to review quarterly management accounts and project proposals. The Finance Committee reports to the Board and is able to spend time discussing details of budgets, accounts and personnel matters so that full Board meetings can have a broader remit on the artistic and business strategy and performance of the company.

It is expected that trustees will read the relevant papers prior to each Board or committee meeting. The meetings themselves, however, rarely last more than two hours. One of the meetings of the Finance Committee is dedicated to the process of revising the draft annual report and accounts, prepared by the company's accountants. The Treasurer usually writes the Financial Review for the Trustees' Annual Report and advises on the Reserves Policy and going concern note.

Théâtre Sans Frontières does not currently employ any staff. The artistic directors, bookkeeper and financial administrator all work on a freelance basis. We are in the process of scaling back our activities and will deliver a more modest, locally-based programme for the foreseeable future.

Specific duties of the Treasurer

(Note that no hands-on bookkeeping or accounting is required.)

- To chair the Finance Committee
- To provide financial acumen to the Board and in particular to the Finance Committee
- To advise the Board on the annual budget and on performance relative to budget, as shown in management accounts prepared by the financial administrator
- To advise the Board on the financial risks associated with project proposals from the artistic directors - projects that would involve a disproportionate drawdown of unrestricted reserves will not be authorised by the Board
- Annual Accounts - advise on preparation to ensure they are disclosed in the form required by funders, the Companies House and the Charity Commission
 - advise on scrutiny (independent examination or audit) and support the implementation of any recommendations
 - present Accounts at the Annual General Meeting, drawing attention to salient points

Useful skills / qualifications

- Financial qualifications from a recognised institution
- Knowledge of charity accounts preferred
- Skills to analyse proposals, examine their financial consequences and make recommendations to the Board
- Good, independent judgement and willingness to speak his/her mind
- Enjoyment of theatre and the arts as an audience member is desirable but not essential
- Knowledge of the arts sector is not an essential criterion.