



Arundel Museum

Royal Patron HRH Princess Alexandra

Patron The Duke of Norfolk GCVO

ARUNDEL MUSEUM – VACANCY FOR A TREASURER

We are looking for a Treasurer to join our Board of Trustees to oversee our financial strategy and health.

Please note that this is a voluntary position.

Arundel Museum is a small charity whose vision is to be an accessible and enticing gateway to Arundel's past for everyone. In addition, the museum is a 'hub' for many community activities.

We are seeking someone with finance/ accountancy experience, perhaps working, perhaps recently retired, to be our new Treasurer. You might already have a personal connection with Arundel, but this is not essential. Your interest, enthusiasm and life experiences are the most important. Previous trustee experience is not necessary.

The Treasurer's role is to maintain an overview of the Museum's financial affairs, ensuring that effective and appropriate financial measures, controls, and procedures are put in place and reports to the Board at regular intervals about the museum's financial health. The Board meets formally once each month for two hours, and trustees give their time to help, particularly within areas of their own expertise.

Arundel Museum employs a local firm of accountants to undertake the day-to-day financial administration and work in collaboration with our Museum Manager.

The Treasurer's specific activities include:

- Overseeing the cashflow forecast and financial projections.
- Ensuring that effective financial procedures are followed in authorising payments and managing receipts.
- Cash management in selecting and managing an efficient bank account structure.
- Assisting with or leading applications for grant funding.
- Managing the production of annual accounts.

Mill Road Arundel West Sussex BN18 9PA Tel. 01903 885866

www.arundelmuseum.org

Arundel Museum Society
www.arundelmuseum.org

A Company Limited by Guarantee
email: office@arundelmuseum.org

Registered in England and Wales 7492531
Registered Charity No 1140198

VAT Registered 120671154
Accredited Museum No RD 1259





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Please contact us if you wish to learn more about the role of Treasurer and the work of the Museum:

David Shilston, Marian Webb and Michael Heathcote: office@arundelmuseum.org

Deadline for initial applications 7th April 2024

To apply for this role, please send a CV and covering letter outlining your experience to office@arundelmuseum.org

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