

## **Treasurer**

The Moray Society is looking for a Treasurer to help take our organisation through what will be a significant few years of change and development.

Candidates will have experience in book-keeping, finance and administrative procedure. A connection to the Moray area and keen interest in Moray's heritage desirable, given The Moray Society's organisational and charitable objectives.

### **Additional information:**

**Number of meetings per annum/time commitment:** 16 meetings p.a., varies 0-6 hrs/wk – Finance committee, EMMC, Board meetings + additional work outside of this

**Daytime or evening meetings:** Flexible, but normally evening

**In person or online meetings:** Varies, but normally online

The specific role to be filled is that of Treasurer

### **Skills and Experience:**

- Previous interaction with HMRC and OSCR would be useful, as would an understanding and experience of Gift Aid.
- The candidate does not need to be a qualified accountant however some experience of financial management including accounting procedures and processes would be required – e.g. ability to create, maintain and be fully conversant with cashflow projections, budgets, income and expenditure spreadsheets/reports.
- An understanding of Balance Sheets and Profit & Loss accounts would be important (but not the necessity of actually creating annual report as this is outsourced).
- Day to day book-keeping is outsourced but review of activity and oversight of bank account remains with Treasurer.

### **Tasks to be performed:**

- Being point of contact for OSCR and HMRC.
- Keeping required information and data up to date with these organisations.
- Line manage volunteer book-keeper.
- Liaising with external auditor/accountant.
- Liaising with Investment Manager.
- Generation of Profit & Loss, cashflow etc reports for the other Trustees.
- Assisting with financial information required for grant applications.
- Chair and attend the Finance Committee, organise meeting programme.
- Prepare reports for EMMC and Board.
- Attend EMMC and Board meetings.
- Presentation of accounts to AGM.

- Deal with gift aid, reclaiming of VAT, Insurance, payments of salaries, NI etc.
- Understanding of GDPR and operate in line with GDPR guidelines.

### **About The Moray Society**

The Moray Society is a membership organisation, open to all, which owns and operates Elgin Museum. The Society was founded in 1836, as the Elgin and Morayshire Scientific Association. The Society raised the funds to create a new museum to house their growing collection of artefacts. The result was Elgin Museum, which first opened to the public in October 1843.

Trustees of The Moray Society should have a strong interest in the culture and heritage of Moray, bring insights from a broad range backgrounds and experiences, and will help Elgin Museum and The Moray Society to become a more resilient and sustainable organisation.

Trustees should have a strong connection to the Moray area, but don't need to be resident in Moray, and have a commitment to helping to deliver our organisation's vision.

We'd like our Board to represent the community we serve, and actively encourage people of all ages, genders, backgrounds and abilities to consider putting themselves forward.

Find out more about our current Trustees on our website:  
<https://elginmuseum.org.uk/Trustees/>

### **How to Apply**

If you're interested in taking up the role of Treasurer for The Moray Society, or would like to talk to us to find out more, we'd love to hear from you – please get in touch with our Vice-President, Claire Herbert, via email at:

[elginmuseumevents@gmail.com](mailto:elginmuseumevents@gmail.com)

We look forward to welcoming you to the team!