

Treasurer Vacancy

The Kings Theatre Gloucester

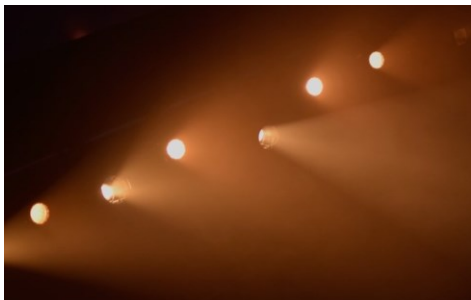
January 2022

ABOUT US

The Kings Theatre is a self-financing voluntary theatre run by our community for the community.

With 144 seats we present a full season of drama, concerts, pantomime and dance with occasional talks and lectures

The Kings Theatre,
Kingsbarton Street,
Gloucester, GL1 1QX



The Kings Theatre is looking for new members to join the Board of Trustees. The role will support the organisation in the next stage of its history as it recovers from the impact of Covid-19 and implements a new business plan and strategy.

An exciting opportunity to volunteer and join a community led theatre venue in the heart of Gloucester City Centre. We are looking for a committed and enthusiastic Treasurer to manage the theatre finances and help guide and advise us on financial matters.

The Organisation

The Kings Theatre is a company limited by guarantee and a registered charity under the name Kingsbarton Theatre (1999) Ltd, governed and maintained by volunteers. We host a mixed programme of popular and more traditional theatre alongside regular external hires at our 144-seater venue

“A wonderful theatre tucked away right in the heart of Gloucester”

What are we looking for?

The role of Treasurer is both a Trustee and historically a member of our Management Committee, with input into strategic and day-to-day management matters, but we are open to how the new role would work given the current pressures fitting volunteer work into our current lifestyles.

The successful candidate will be required to join the Kings Theatre board for a minimum term of three years. Please note this is a voluntary role and we are looking for a person who is computer literate and has a good head for figures.

Also, someone who is keen to support our aims and objectives as an community theatre run for and on behalf of our community promoting the education of performing arts to the general public in Gloucester and the surrounding areas.

A working knowledge of Xero Accounting Software would be an advantage but is not essential as full training will be given. The retiring Treasurer will be available for a hand over and on-going advice for as long as is required.



Responsibilities

- Maintaining adequate financial records of all transactions, both income and expenditure
- Control of banking & payment / authorisation of invoices / expenses
- Liaising with the Chair and Board of Trustees on financial matters
- Liaising and working with our accountants.
- Monitor on a daily basis the theatre's financial email address and action as appropriate
- Preparing financial reports for Trustees & Management Meetings
- Attending Trustee meetings (up to 10 per year)
- Administration of our Kings 100 Club
- Completion of the annual returns to PPL/PRS
- Ensure insurance policy fully meets the needs of the theatre
- Negotiate new gas and electricity contracts (currently on a 3 years fixed rate until September 2024)
- Helping to ensure theatre compliance with all legal and health & safety requirements / legislation



Interested?

If you would like an informal chat about the role and/or more information about The Kings Theatre please contact us via the email below.

To apply, please send your CV together with a short letter outlining why you are interested in the role to: info@kingstheatregloucester.co.uk

Closing Date : Friday 18th March 2022