



Treasurer

The Treasurer is responsible for having financial oversight of the Curdridge Show. This involves:

- Liaising with Show Coordinator to ensure effective credit control;
- Acting as countersignature for any payments to suppliers, entertainment, showground attractions etc;
- Keeping up to date & accurate financial records;
- Arranging cash floats for show-day as needed and distributing on show-day prior to opening;
- Managing the cash office on show-day in collaboration with Chairperson & Show Coordinator;
- Liaising with the Show Coordinator to ensure management accounts are completed ready for the end of the financial period (31 August);
- Arranging for the donation of funds raised to the Charity;
- Arranging for any expenses incurred by committee members and volunteers to be paid in a timely manner.

In order to carry out the role effectively, the following attributes are required:

- An understanding of basic accounting is ideal but not essential;
- Ability to use excel to create and update spreadsheets to produce the management accounts;
- An ability to manipulate figures to determine the success of the Show and areas for where profit potential could be improved;
- Work collaboratively as part of a team whilst being able to take the initiative when required;
- Availability to attend as many of the committee meetings as possible. These are usually held on the second Monday of January, March and May and towards the end of June;
- Have access to a printer to be able to print off any documentation required for the finance file;
- Availability to assist with setting up the cash office prior to and run it on show-day.

Due to the nature of this role, a basic DBS will be required. We will help you to apply for this once agreement has been reached to take on this role.

The time commitment anticipated for this role is approximately 30 hours between January to August, plus show-day.