**Treasurer Role Description**

* Voluntary, part-time role
* Professionally qualified accountant with financial integrity

TIC Box Productions has been running for around 10 years as part of HyperFusion Theatre Company, a not-for-profit theatre company, incorporated in 2009. TIC Box was set up to represent the theatre-in-education side of HyperFusion.

We are a multi-award winning issue based theatre company passionate about empowering people and communities to make personal and social change. The company has worked with nearly 50,000 young people and adults in education, business and in the community, and has worked relentlessly to develop a unique and innovative style of theatre, tackling prejudice and discrimination whilst celebrating diversity as something to cherish, encourage and celebrate.

We are in the process of setting TIC Box Productions up as a charitable incorporated organisation so it can be a separate entity from the other parts of the company. We have a board and constitution and are now looking for a treasurer to support our work. We have administration support and a corporate accountant but the role will cover oversight of the following areas:

1. Maintaining the financial records of the charity in compliance with the Charity Commission and HMRC requirements and submitting annual accounts.
2. Maintaining financial controls including the authorisation of payments, monitoring of receipts, operation and access to bank account.
3. Operating a payroll scheme for employees and freelancers and monthly reporting to HMRC.
4. Operating a pension scheme for all employees as required.
5. Timely payment of expenses and invoices.
6. Maintaining records of Gift Aid claims and quarterly reporting to HMRC.
7. Management reporting to the Board of Trustees.
8. Budgeting and provision of financial reports to support fundraising activities.
9. Liaison with TIC Box Productions’ bank as necessary.
10. Guidance for employees on basic financial knowledge.
11. Active membership of Board.

If you are interested in this role, please contact Rebecca del Tufo on r\_deltufo@yahoo.com either to arrange a phone call to discuss it further or, if you would like to apply for the role, with your CV and a covering letter explaining why you are interested and why you would be suitable.