**Role description for Treasurer: Friends of Lancaster City Museum (FOLCM)**

**Introduction/Context**

The FOLCM is a voluntary organisation that has been supporting Lancaster City Museum for more than 20 years. The FOLCM work hard to advocate for the City Museum, raising awareness of its work within the local community. FOLCM have recently funded Museum acquisitions of archaeological ‘treasure’ items and an oil painting by an artist that trained at Lancaster Art School.

The Treasurer is a volunteer (unsalaried officer) on an Executive Committee committed to fostering closer links between Lancaster City Museum and Lancaster University. This role provides opportunities to influence how a key heritage asset for Lancaster can serve the city and its visitors.

The FOLCM has a dedicated membership of approximately 60 and subscriptions form the underlying income stream for the group.

Events are in the planning stage for the 100th anniversary of the Museum - including lectures from experts in local and national history. The FOLCM are supporting the Museum’s “100 Objects” podcast series, which has already received acclaimed contributions from students in Lancaster University History Department. In this centenary year, for Lancaster City Museum, there has never been a more exciting time to join as Treasurer.

**Role Purpose**

To administer and report on the finances of FOLCM.

**Main duties and responsibilities**

* To be the primary contact on financial matters for the FOLCM, City Museum and bank
* To monitor and manage petty cash, cash, cheque, credit card and direct transfer transactions for FOLCM – including monitoring the bank account on line
* To draw up cheques on account in accordance with the Constitution of the Friends
* To liaise with membership secretary to ensure membership subscriptions are managed efficiently and effectively
* To document income and expenditure transactions within the FOLCM spreadsheets and hard copies
* To collate information into snapshot reports for FOLCM Committee meetings
* To liaise with the auditor and prepare year end accounts

The role of Treasurer for the FOLCM offers a great opportunity for the applicant to acquire practical skills in financial management and reporting within a dynamic local heritage organisation. Please submit your 300-word expression of interest to folcm@outlook.com by 18th February 2023, outlining why you wish to apply for this position and what skills you can bring to the role. We look forward to welcoming you as a Friend!