

Treasurer (Trustee) – Wiveliscombe Town Hall Trust

Title: Treasurer (Trustee) – Volunteer Role

About us:

Wiveliscombe Town Hall Trust is a community-led charity dedicated to restoring and operating the Town Hall as a vibrant space for arts, culture and community life. Alongside this, the Trust also supports Wiveliscombe Community Library, helping to provide access to learning, connection and shared spaces for local residents.

As we bring the Town Hall back into active use, we are entering an exciting new phase of activity, including events, hires and community programming.

The role:

We are seeking a Treasurer to join our Board of Trustees and provide financial oversight and guidance to the Trust as we move from spreadsheets to a Xero accounting system. This is a key volunteer role, helping ensure the organisation is financially sustainable, transparent and well-managed. Start as soon as you are able.

Key responsibilities:

- Oversee the financial affairs of the Trust
- Maintain accurate financial records and reporting
- Contribute to the preparation of fund-raising bids and reports
- Prepare or review monthly financial reports for the Board
- Ensure appropriate financial controls and procedures are in place for range of activities
- Assist with annual accounts and reporting requirements
- Work with fellow Trustees to support the strategic direction of the charity

What we're looking for:

- Experience in bookkeeping, accounting or financial management
- Familiarity with accounting software (Xero or similar preferred)
- Familiarity with shared working online
- Familiarity with fundraising and reporting
- An understanding of (or willingness to learn) charity finance and governance
- Attention to detail and a methodical approach
- Ability to communicate financial information clearly to non-financial Trustees

Desirable (but not essential):

- Experience as a Treasurer or Trustee
- Passion for the Arts, Reading/Libraries
- Knowledge of UK charity reporting requirements

What you'll gain:

- The opportunity to play a key role in a major creative community project
- Board-level experience within a charity
- The chance to help shape the future of a valued local asset

- Being part of a committed, creative and community-focused team

Time commitment:

Flexible, estimated 3–5 hours per month, including attendance at Trustee meetings (typically monthly but at the moment every two weeks - max 1 hour).

Our commitment:

We are committed to building a diverse and inclusive organisation that reflects the communities we serve. We welcome applications from people of all backgrounds.

Interested?

We'd be happy to arrange an informal conversation. Please email:

contact@wiveliscombetownhall.org.uk with "treasurer" in the subject line.