



Honorary Treasurer at Culture Vannin

Applications sought

The Manx Heritage Foundation t/a Culture Vannin is a charity tasked with supporting and promoting Manx culture. We deliver development work for Manx language, music and dance, and online and educational resources, publish books, CDs and DVDs, and award grants. In July 2017, we opened the Island's first cultural centre in St John's, in order to bring Manx culture to an even wider audience. Our small team has great energy and drive and is seeking an exceptional individual with good knowledge of accountancy and corporate responsibility, coupled with a passion for Manx culture, to join us as Honorary Treasurer.

The Honorary Treasurer provides financial and professional advice to the Board and the Director, and supports a friendly and dynamic team.

The role is responsible for:

- Overseeing and finalising management accounts prepared by the Finance and Admin Officer (using SAGE)
- Overseeing finalisation of year end accounts, their audit, and financial aspects of reporting to Tynwald
- Monitoring and updating budgets and assisting the Board and Director in considering ongoing strategy development in line with the organisation's remit as laid down by Tynwald
- Reporting to the Board at quarterly Board meetings and on an ad hoc basis, as required
- Monitoring the financial management of the organisation and ensuring compliance with relevant financial laws and regulations
- Ensuring financial transactions are in line with Board agreed parameters.

The position attracts an annual honorarium of £5,000.

Person specification

The ideal candidate will be an experienced accountant or book-keeper, with good corporate responsibility and an appreciation of regulations surrounding IOM charities. Experience of working with a Board and an interest in Manx culture – in its broadest definition – are also essential. The candidate should possess good IT skills (including appropriate IT security awareness) and have access to a home computer and email. The ability to develop good working relationships, and the highest standards of integrity and honesty in full compliance with the seven principles of public life are essential.

Applications in the form of a CV and covering letter, with at least two named referees, should be emailed or forwarded to: enquiries@culturevannin.im / Dr Breesha Maddrell, Culture Vannin, Fairfield House, Main Road, St John's IM4 3NA by **Monday 28 August 2017**.

The Manx Heritage Foundation t/a Culture Vannin is registered charity 333 in the Isle of Man.