



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, 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 who is ACCA/ACA (or equivalent) and can demonstrate a thorough understanding of UK GAAP and Isle of Man Charity Law, standards and regulations, as well as the basis of 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 Financial Management and Admin Officer.
- Providing support and technical guidance to the Financial Management and Admin Officer.
- Overseeing preparation and finalisation of annual financial statements, their audit (including liaison with auditors), and 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.
- Oversight and management of the Remuneration Committee.
- Monitoring the financial management of the organisation and ensuring compliance with relevant laws, standards, regulations and best practice.
- Ensuring financial transactions are in line with Board agreed parameters.

The role requires regular contact with officers and Board, and the approval and authorisation of regular payments.

The position attracts an annual honorarium of £8,000 inclusive of all expenses.

Person specification

The ideal candidate will be qualified accountant, with a good understanding of corporate responsibilities and a demonstrable understanding of regulations surrounding IOM charities and ideally experience of working within the charity sector. 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: Dr Breesha Maddrell, Culture Vannin, Fairfield House, Main Road, St John's IM4 3NA / enquiries@culturevannin.im by **Monday 28 February 2022**.

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

Data Protection: the personal data you provide in your application and otherwise as part of the recruitment and onboarding procedures will be held and processed solely for the purposes of our recruitment and onboarding procedures and will be destroyed in line with retention policies. Our privacy policy is available here: www.culturevannin.im/privacy