

# SONIC BOTHY

We are looking for a **Treasurer** to join our Board and support our organisation



## ABOUT SONIC BOTHY

Sonic Bothy is an inclusive new music organisation that explores, composes and performs experimental and contemporary music. Our ensemble comprises musicians with and without additional learning support needs. We work across genres to develop new ideas and directions in collaborative composition and to create original new music, which we perform. In October 2019 we performed at the Tusk Festival in Gateshead, and were due to perform at the Gateshead Jazz Festival and Tectonics, Glasgow this year.

We also run creative learning programmes, which provide opportunities for musicians with additional learning support needs to collaborate in making original experimental music. For further information please see our website:

<http://www.sonicbothy.co.uk/>

## JOIN OUR BOARD

Sonic Bothy was constituted as a charity in 2015 and is in a period of expanding organisational capacity to meet its growing remit. We are seeking to expand our board in order to provide a broader range of support to the organisation and to allow some of our founding trustees to stand down or take on new roles. In addition to its governance and leadership role, the board has responsibility for the management and support of the small staff team.

We are currently looking for a new **Treasurer** to join our Board of Trustees to help guide and advise us on financial concerns. Preferably we would like someone who is a finance professional with an understanding of charity finance and how small charities operate within the confines of a restricted budget, but this is not essential. A passion for new music and previous board experience are advantageous but not essential. As well as advising the other trustees on financial matters, the treasurer may need to support staff from time to time and lead change / new initiatives to support better financial management.

We are also seeking to address an under-representation of people with lived experience of disability, and therefore would encourage applications from anyone who identifies in this way. With this aim, we are committed to offering a flexible application process, and flexible working practices.

**Please note that this is a voluntary, unpaid position.**

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## **JOB DESCRIPTION**

### **Overall**

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits, liaising with Sonic Bothy's Accountant and Sonic Bothy's Creative Director and Administration Assistant.

### **Specifically**

- Liaise with relevant staff, board members and/or volunteers to ensure the financial viability of the organisation.
- Regularly report the financial position at board meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.

- Lead the transfer of the Creative Director's freelance role to PAYE in 2020.
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
  - Cheque signatories
  - Purchasing limits
  - Purchasing systems
  - Petty cash/ float
  - Salary / fee payments
  - Others as appropriate
- Appraise the financial viability of plans, proposals and feasibility studies.
- Desirable (but not essential): Understanding of charity and arts fundraising through trusts and organisations such as Creative Scotland.



## Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of book-keeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly.

## COMMITMENT

The board meets a minimum of four times per year with meetings usually falling in March, June, September and December in addition to an AGM in April. Board members may also be expected to give some extra time in support of the organisation's activities, by participating in sub-committees, research etc. Sonic

Bothy performs around six times per year and board members are expected to attend a minimum of two performances.

Cost of travel to and from board meetings from within Scotland will be paid. We cannot cover costs of travel from outside of Scotland.

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## **HOW TO APPLY**

If you have any questions please email Clare Hoare (Chair) at [sonicbothyboard@gmail.com](mailto:sonicbothyboard@gmail.com)

To apply please send a CV and covering letter to: Sonic Bothy Board of Trustees [sonicbothyboard@gmail.com](mailto:sonicbothyboard@gmail.com)

Please outline your relevant skills and experience, and why you would like to be considered for the role of Treasurer. Please also provide us with two referees and let us know if they can be contacted before or after interview.

The deadline for applications is **Friday 4th September, 6pm**. We will notify everyone that applies as to if you have or have not been successful in gaining an interview by **Tuesday 8<sup>th</sup> September, 6pm**.

Interviews will be held the week of the **14<sup>th</sup> September** by Zoom or other online video platform.

If you have any access or support requirements for the application or interview please let us know. Please contact Clare Hoare (Chair) at [sonicbothyboard@gmail.com](mailto:sonicbothyboard@gmail.com)

If an interview the week of the 14<sup>th</sup> September will not be possible for you, please let us know when applying.

We look forward to hearing from you.

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