

Volunteer Treasurer - Role Description

About Us

The Harwich Electric Palace Trust is a registered charity that preserves and operates the Electric Palace Cinema, one of the oldest purpose-built cinemas in the UK. Run almost entirely by volunteers, the Trust is dedicated to maintaining this unique heritage building while delivering a lively programme of cinema and cultural events for the community.

We also oversee **Electric Palace Harwich Limited**, our charitable trading subsidiary, which supports the work of the Trust.

The Role

We're seeking a Volunteer Treasurer to join our Board of Trustees and play a key role in supporting the financial health of both the Harwich Electric Palace Trust and Electric Palace Harwich Limited.

This is a rewarding opportunity to use your professional skills to support one of the UK's most important heritage cinemas. The Treasurer helps guide the charity's finances but works alongside trustees, volunteers, staff and professional advisors

As Treasurer, you will:

- Provide financial guidance to trustees and ensuring financial affairs of both the **Trust** and **Company** are legal, constitutional, and in line with charity and company law, accounting practice, and Charity Commission guidance.
- Oversee the finances to ensure sustainability, accountability, and transparency.
- Lead on the trustees and finance committee in budgeting, risk planning, financial reporting, and financial policies.
- Support and advise trustees in assessing the financial viability of plans and proposals. As well as liaising with accountants, examiners, or external partners as required.
- Ensure the financial affairs of both the Trust and Company are legal, accurate, and well managed.
- Oversee record-keeping and financial controls across both entities.

Finance Committee

The Treasurer chairs and leads the Finance Committee, which meets periodically to review budgets, accounts, and financial strategy before reporting to the full Board. The Treasurer works with other trustees and key individuals in this forum to share responsibility and ensure collective decision-making.

What We're Looking For

- Experience in finance, accounting, or business management.
- Confidence with financial systems (Sage or similar).
- Understanding of banking processes and HMRC requirements (VAT, PAYE, Gift Aid).

- A collaborative, supportive approach – with strong analytical skills, able to interpret financial information clearly for trustees.
- Able to complete some work from the Electric Palace – supporting our bookkeepers and assisting with communication.
- Knowledge of charity and company finance and governance would be helpful, but support and guidance will be available.
- Previous experience as a Treasurer, Trustee, or Committee Member (desirable).
- IT skills, including spreadsheets and general computer systems.
- Strong communication skills, able to explain complex issues clearly and accessibly
- Ability to collaborate with trustees and volunteers.
- Commitment to the aims and values of the Harwich Electric Palace Trust.

Time Commitment

The role is flexible and designed to fit around your availability. On average, around 3 hours per week is needed, this is outlined in the role description above and will also include Attending Board meetings every 6 weeks (in person in Harwich or via Zoom).

Day-to-day bookkeeping is managed by others, so the Treasurer's role is primarily oversight and guidance.

How to Apply

If you are interested in joining us as Volunteer Treasurer, and you would like further information or to arrange an informal conversation - please contact:

Jobs@electricpalace.com