



Volunteer Role Profile for Treasurer

Do you have skills in accounting and financial management and would like to play a leading role in our newly formed arts-based charity in the Ouseburn Valley? Do you have time to give to help us create and deliver our exciting vision?

If so, then you may be the person we're looking for!

We're looking for an enthusiastic and skilled Treasurer volunteer to help our charity, based in 36 Lime Street, located in the Ouseburn Valley in Newcastle upon Tyne. 36 Lime Street

You'll help us ensure that we have that effective financial procedures in place and monitor and report on the financial health of the organisation.

What is 36 Lime Street

36 Lime Street, the oldest and one of the largest artist studio group in the North East, housing over 50 artists, makers and designers. This diverse mix of creative talent includes sculptors, painters, glass artists, jewellers, ceramicists, textile artists, furniture makers, visual artists, musicians, puppeteers, designers, graphic designers, photographers and more.

Formerly a flax mill, the building is now home to over 50 artists, makers and designers across five floors. It was set up in 1983 when Mike Mould created a space for artists in the derelict warehouse

36 Lime Street's guiding principle is to provide secure, affordable studio spaces for rent for artists and other creative businesses, and in doing so to contribute towards the regeneration of the building and the area.

In 2022 36 Lime Street became a registered charity, with the charitable objectives of advancing the appreciation of the arts for the benefit of the public. As a newly formed charity 36 Lime Street is planning an exciting engagement programme, to enable a wider range of people to benefit. This will involve more people accessing our building and delivering outreach activities with our local communities.



What would the role involve

The role of Volunteer Treasurer is a key member of the 36 Lime Street Board of Trustees, working alongside the Chair of the Board and our Studio & Buildings Manager.

The role will lead on the following tasks:

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulation.
- Oversee the financial affairs of the organisation and ensure they are legal 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, reporting key Risks and Opportunities to the Board of Trustees.
- Provide financial expertise in project development and external funding bids.
- Work with external accountants for employee PAYE and production of audited accounts.

About you

We estimate that the role would require approximately 2 hours of time a week, consisting of regular meetings with our Board of Trustees and Studio & Buildings Manager (paid employee of 36 Lime Street). We will work with you to ensure this fits with your work or other commitments.

In order to carry out the above tasks you are likely to have professional accounting qualifications and experience in a financial management and accounting profession. You will have up to date knowledge of financial legislation. It would be advantageous if you have experience of financial management in the charitable sector.

You will want to be involved in a small, volunteer led charity, to make a difference in providing access and engagement to art and a special heritage building.



What you would receive

- You will be part of the small team at an exciting time for 36 Lime Street, helping us to design and deliver our ambitious goals.
- You will be provided with the necessary induction into the role.
- Expenses are offered to cover agreed travel costs between home and place of volunteering.
- We can offer flexibility around time commitment and duties.

How to apply

If you are interested in applying for this volunteer role or would like an initial chat to find out more, please email info@36limestreet.co.uk, with the Subject Title 'Treasurer Volunteer' and we will be in touch.

Thank you for taking time to read our role profile and we hope to hear from you soon!

Ziad Jabroo

Chair of 36 Lime Street Board of Trustees.
Registered Charity number 1200138