



Role and Responsibility Summary

The Financial Manager is responsible under the charity's governing document [the Constitution] for controlling the management and administration of the Wessex Concert Orchestra (WCO).

The Financial Manager should be familiar with the Constitution and the associated documents: Rules and Regulations and Annexes. An understanding of the [Charity Commission Pamphlets CC3](#): 'The Essential Trustee: What you need to know' and CC15b: Charity Reporting and Accounting: The Essentials, as well as [The Charities Act 2022](#) is desirable.

General

- Assume the responsibilities of and act as an officer on behalf of the group.
- Work with the committee to plan the financial strategy of the group.
- Take responsibility as the data protection officer for WCO
- Attend all committee meetings if possible.
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group.
- Represent and promote the group and its activities in a positive and appropriate manner.
- Carry out any other duties that may be deemed necessary by the Committee.

Financial Planning

- Oversee and implement the financial strategy of the group.
- Oversee the financial wellbeing of the group.
- Assist other committee members in planning budgets for their area of responsibility.
- Present the accounts to the committee after each concert.
- Present the accounts to the membership on an annual basis.
- Prepare budget forecasts for scrutiny by the committee.

Financial Administration

- Receive subscriptions from the membership and pursue missing monies when necessary.
- Prepare invoices for monies due if necessary.
- Pay all invoices promptly.
- Make all payments in accordance with agreed procedures.
- Maintain the bank account on behalf of the group.
- Record all income and expenditure for the group and maintain cash flow.
- Maintain appropriate evidence such as receipts and invoices.
- Process the Gift Aid claim on an annual basis.
- Ensure that the financial information and audience figures for all performances are correctly entered on the Performing Rights Society (PRS) return.
- Liaise with the Librarian to ensure the PRS return correctly details any works publicly performed.
- Submit finances to the Charity Commission in a timely manner.