**Guildford Opera is seeking a Treasurer to join its small and friendly team of Trustees!**

**About us**

Guildford Opera has been performing opera and operetta since 1971, most recently at the Electric Theatre in Guildford. Working with experienced Music and Stage Directors and performing with talented soloists and an orchestra, we seek to achieve the highest musical and dramatic standards. We attract many young soloists who then go on to successful careers both in the main UK opera houses and internationally.

**Role and responsibilities**

As a member of the Guildford Opera Company (GOC) Committee, which is formed of the Trustees of the charity and co-opted members of the Company, the Treasurer plays a key role supporting the smooth running of GOC.

The successful candidate will:

* **Keep our accounts up to date** – by paying invoices, paying cash collections into the bank, carrying out administration for SumUp and PayPal card collections, reimbursing expenses, collecting membership, show and patronage subscriptions, collecting donations as necessary and submitting Gift Aid claims.
* **Update and advise the Committee** – by preparing updates for Committee meetings and the Annual General Meeting, preparing annual forecasts and production budgets, and advising the Committee on managing our income and expenditure.
* **Support the running of the charity** – by preparing and submitting accounts to the Charity Commission, arranging the independent examination of our accounts, completing renewal forms and making payments for annual memberships, managing bank account signatories and completing the annual renewal of our insurance.

**NB:** as we are a membership organisation, the successful candidate will be required to join GOC as an Associate Member (for which the fee can be waived).

**Desirable qualities**

While not essential, the successful candidate may have one or more of the following:

* Prior experience in a similar role (e.g. charity trustee, company director, school governor)
* Knowledge of the commercial and/or charity arts sectors
* Passion for community theatre/opera

**Time commitment**

* 2 hours a month for Committee meetings
* Approx 2-4 hours a week for admin, preparing accounts and liaising with the Chair, artistic directors and production team (on a show-by-show basis)
* Attendance at Annual General Meeting

**Remuneration**

In line with Charity Commission rules and our Constitution, this is an unpaid Trustee role. However, the successful candidate can expect a warm welcome and invitations to all our social events. We are happy to cover reasonable expenses for travel and stationery.

**Application process:**

Please submit a CV and short covering letter/personal statement to Marion Hughes, Chair of Guildford Opera (chair@guildfordopera.com). Shortlisted candidates will be contacted to arrange an interview.**].** For an informal conversation about the role, you are welcome to contact our Chair (details above) or our current Treasurer, Carlos Garcia (mrgarciac@yahoo.com).

We are happy to consider any reasonable adjustments you may need during the application process and when in post. If this is the case, please don’t hesitate to let us know when you submit your application.