



Appointment of Trustee Treasurer

Role Description

(Please ensure you also read the Appendix to this Role Description)

Winchester Poetry Festival wishes to appoint a **Trustee Treasurer** to join its Board of Trustees. With a year-round remit, Winchester Poetry Festival was launched in 2013 and is a registered charity (Charity No: (No 1150097). **For further information about WPF, please see Appendix.**

Our current treasurer, Sue Spiers, is planning to step down at the end of 2026, after 10 years in the role. We are therefore now seeking a new **Trustee Treasurer** to join our Board of Trustees and work with Chair and Trustees ensuring sound financial administration, reporting and oversight of the work. This is an important role within the organisation, helping the trustees to maintain sound financial management and ensuring that WPF meets its financial and charitable responsibilities.

This is an **unpaid voluntary trustee role**. The role is flexible and combines practical financial administration with an overview of the Festival's financial position. The Treasurer will need to allow time (estimated at an average of 1 hour per week, throughout the week) for routine monthly financial administration, preparation of reports, trustee meetings and the annual accounts process. Extra time may occasionally be needed relating to Winchester Poetry Prize entries, Poetry Day/Biennial Festival and at year end.

The role offers an opportunity to play a significant part in supporting the financial health and sustainability of Winchester Poetry Festival while contributing to the development of a well-established local poetry organisation.

ROLE DESCRIPTION: Key Responsibilities

Banking and Payments

- Maintain the Festival's bank mandate and authorised signatories.
- Make payments to suppliers, artists, poets and the Festival Manager, in accordance with agreed procedures.
- Check that income received can be identified and supported by appropriate documentation.
- Complete bank reconciliations at least monthly.
- Monitor the Festival's bank accounts and ensure that payments and receipts are accurately recorded.

PayPal Administration

- Maintain appropriate authorisation and up-to-date contact information within the Festival's PayPal account.
- Periodically transfer PayPal income to the Festival's bank account.
- Make payments to international suppliers and artists, including payments in currencies other than GBP.
- Analyse PayPal income and payments for inclusion in monthly financial reports and annual charity reporting.

Financial Accounts and Reporting

- Analyse bank and PayPal transactions and allocate income and expenditure to the appropriate accounting codes.
- Maintain appropriate financial records to support reporting to the trustees and the Charity Commission.
- Maintain records of Friends of Winchester Poetry Festival donations, including date, amount and Gift Aid status.
- Prepare and submit Gift Aid claims, normally twice a year.
- Prepare monthly management accounts for the Chair and Festival Manager.
- Compare actual income and expenditure against the agreed budget and highlight significant variances.
- Prepare the Festival's annual accounts for independent examination.
- Present financial reports and an overview of the Festival's financial position at trustee meetings and the AGM.
- Upload the approved and authorised annual accounts to the Charity Commission portal.
- Provide support with cash-flow forecasting when required.

Financial Record Keeping

- Maintain copies of invoices and supporting documentation relating to the accounts.
- Maintain records of Payment Authorisation Forms (PAFs).
- Maintain records of Invoice Request Forms (IRFs).
- Maintain records of expense claims.
- Ensure financial records are stored securely and can be readily accessed when required.

Trustee Responsibilities

As a member of the Board of Trustees, the Treasurer will also:

- Contribute to the overall governance and strategic direction of Winchester Poetry Festival.
- Help the Board to understand and monitor the Festival's financial position and sustainability.
- Ensure that financial decisions are made in accordance with the Festival's charitable objectives and agreed policies.
- Attend and contribute to trustee meetings and the AGM.
- Work collaboratively with other trustees and the Festival Manager.
- Take an active interest in the continued development and success of the Festival.

Skills and Experience

We are looking for someone with:

- Good numeracy and financial management skills.

- Experience of preparing or overseeing accounts and financial reports.
- Confidence using Excel or similar spreadsheet software.
- Familiarity with online banking and payment systems such as PayPal.
- Good attention to detail and an organised approach to record keeping.
- The ability to communicate financial information clearly to people who may not have a financial background.
- An understanding of, or willingness to learn about, the financial responsibilities of a charity and the requirements of the Charity Commission.

Previous experience as a charity treasurer or trustee would be helpful but is **not essential**. We would particularly welcome applications from people who have relevant financial, accounting or business experience and who would enjoy contributing their skills to a local arts organisation.

Time Commitment

This is an **unpaid voluntary trustee role**. The role is flexible and combines practical financial administration with an overview of the Festival's financial position. The Treasurer will need to allow time (estimated at an average of 1 hour per week) for routine admin and reporting, alongside ad hoc monitoring of emails to ensure our reputation for paying invoices promptly is maintained.

Location

Winchester Poetry Festival is based in Winchester. Most financial administration can be undertaken remotely, with attendance at trustee meetings and the AGM expected. Trustees meet some four times a year; two or three of these meetings are via ZOOM.

NEXT STEPS/HOW TO EXPRESS INTEREST

If you would like an informal conversation about the role, or would like to find out more about becoming a trustee of Winchester Poetry Festival, **we'd love to hear from you**.

Please contact Jane Bryant, on chair@winchesterpoetryfestival.org

To express interest, please send us a short CV and covering statement, outlining your interest in the work of Winchester Poetry Festival and highlighting the skills and experience you would bring to the role.

Please email this to: hello@winchesterpoetryfestival.org

Deadline for expressions of interest: Monday 30th Nov 2026 23:59