

Fry Art Gallery

Honorary Treasurer

The Fry Art Gallery is looking for a volunteer Treasurer to join our Board of Trustees and help look after the Gallery's finances.

This is an important role in a friendly, volunteer-run organisation. We're looking for someone who is comfortable with numbers, organised, and willing to take on both the day-to-day bookkeeping and the overall oversight of the Gallery's finances.

What you'll do

- Keep the Gallery's financial records up to date.
- Manage income and expenditure, payments, and banking.
- Reconcile bank accounts and maintain accurate bookkeeping records.
- Prepare simple financial reports for trustee meetings.
- Help prepare annual accounts and work with the independent examiner.
- Advise trustees on financial matters and help with budgeting and financial planning.
- Ensure appropriate financial controls and good financial management.

What we're looking for

- Experience of bookkeeping, accounting, or financial administration.
- Good organisational skills and attention to detail.
- Confidence using spreadsheets and/or accounting software.
- An ability to explain financial information clearly to others.
- An interest in supporting the work of the Fry Art Gallery.

Previous charity or trustee experience would be helpful but is not essential.

Time commitment

Typically around **4–8 hours per week**, with some flexibility depending on the time of year.

Term of appointment

The Treasurer is appointed for a **five-year term**, with the option to serve **one further five-year term**.

About the Fry Art Gallery

The Fry Art Gallery is an independent charitable gallery dedicated to preserving and promoting the work of the Great Bardfield artists and the rich artistic heritage of North West Essex. The Gallery is run largely by volunteers and relies on the support and commitment of people who care about art, culture, and the local community.

We welcome applications from people with a range of backgrounds and experience who share our enthusiasm for the Gallery and its future.