



UPDATED 2 OCTOBER 2026

VOLUNTEER TREASURER

Role description and person specification

ORGANISATION	Creative Futures South West CIC
STATUS	Unpaid voluntary role; not a company director
LOCATION	Remote, with occasional meetings in Bristol where useful
TIME COMMITMENT	Approximately 2-3 hours per month, flexing around key reporting periods
TERM	Initial 12-month appointment, subject to review
REPORTS TO	The Board of Directors

About Creative Futures South West

Creative Futures South West CIC is a community interest company connecting further education, the creative industries and cultural organisations across the South West. Our work is focused on expanding access, strengthening pathways into creative careers and creating meaningful opportunities for young people to develop, connect and thrive.

Our flagship ambition is a regional FE Creative Festival, supported by a growing consortium of colleges and sector partners. We are building the organisation carefully, with proportionate systems and governance suited to our stage of development.

Role purpose

The Volunteer Treasurer will support the Board to maintain sound financial oversight and make well-informed decisions. The role combines practical financial support with independent advice, helping the CIC establish clear, proportionate and sustainable financial processes.

Key responsibilities

- Maintain an informed overview of the CIC's financial position and bring significant matters to the Board's attention.
- Support accurate bookkeeping, reconciliation and record-keeping arrangements.
- Monitor income, expenditure, cash flow and the appropriate use of restricted and unrestricted funds.
- Provide clear financial information to the Board at agreed intervals.
- Support annual budgeting, forecasting and year-end preparation.
- Advise on proportionate financial controls, delegated authority and risk management.
- Support compliance with relevant funder requirements and the CIC's governing documents.
- Work constructively with the directors and any external accountant or professional adviser appointed by the CIC.

Person specification

Essential

- Relevant experience in finance, bookkeeping, accountancy, financial management or an equivalent field.
- Ability to interpret financial information and explain it clearly to non-specialists.
- Strong attention to detail, sound judgement and a commitment to appropriate confidentiality.
- Reliable and able to contribute consistently within a small, developing organisation.
- Commitment to the CIC's purpose and to improving creative opportunities and futures for young people.

Desirable

- Experience of grant-funded, charitable, community interest or not-for-profit organisations.
- Understanding of restricted funds, project budgets or funder reporting.
- Experience of helping a new or growing organisation establish financial systems and controls.

Scope and terms

- This is an unpaid voluntary appointment and does not create an employment relationship.
- The Treasurer is not a statutory director and does not hold the Board's legal responsibilities.
- Any authority to access systems, approve transactions or act on behalf of the CIC will be separately agreed, appropriately limited and formally authorised by the Board.
- Reasonable, pre-agreed out-of-pocket expenses may be reimbursed in line with the CIC's policy.
- The appointment may be ended by either party in writing.

Our approach to inclusion

We welcome interest from people with different professional, cultural and lived experiences. We are particularly keen to hear from people who share our commitment to widening opportunity for young people and strengthening creative futures across the South West.

How to apply

Send a concise expression of interest outlining your relevant experience and motivation for the role, together with a CV or LinkedIn profile, to hello@creativefuturessouthwest.co.uk. Please use Volunteer Treasurer in the email subject line.

Closing date: Sunday 18 October 2026.

Shortlisted applicants may be invited to an informal discussion with the directors. Any appointment will be confirmed by the board following appropriate eligibility and reference checks.