

David Lean Cinema – Treasurer (Voluntary) Role Description

We are looking for a new volunteer treasurer for the Save the David Lean Campaign. You need to have good IT skills, to keep financial records quickly and accurately, to make payments to film distributors, printers and other organisations, pay salaries, monitor sales at the Box Office and liaise with other locations where tickets are sold. You would be expected to attend the monthly management committee meetings to report on the current financial situation and to liaise at the end of the financial year with our accountants.

Please submit details via our online form at <http://www.davidleancinema.org.uk/contact-us-here/> with the subject line containing “Volunteer Treasurer Role”

- Responsibility for ensuring Box Office reports (BORs) are sent to the distributors after each film and paying resultant invoices
- Paying other invoices for activities e.g. film delivery, printing of leaflets
- Paying salaries for campaign staff (currently 4)
- Liaising each month with other locations where tickets are sold and staff at LBC about ticket sales & numbers of screenings
- Monitoring Ticket Source, Box Office & i-zettle sales
- Managing bank account and keeping records of payments in and out
- Liaising with accountants at end of tax year
- Attending monthly committee meetings