

RED BRICK BUILDING

COMMUNITY • ARTS • EDUCATION • ENTERPRISE

The Red Brick Building is a community owned social enterprise creating a vibrant community space for all, using any profit for community impact through Arts, Education and Enterprise.

We provide low-cost co-working and private offices, community spaces, a community garden and a varied programme of exhibitions, courses, events, arts and wellbeing classes.

Our new phase of development in Building C, backed by the Glastonbury Town Deal, will widen our impact by dedicating an area for artists to work and access specialist equipment as well as new music and broadcasting studios, a dedicated youth space and a community canteen.

Bridie's Farm, also a town deal project, provides opportunity for the community to learn about the importance of agroecology and be educated in practices that are sustainable in the future as we learn to look after our environment.

Our Structure

The Red Brick Building Centre Ltd is a Community Benefit Society established in 2009 and registered with the FCA 30755R. Under The Red Brick Building Centre Ltd are three subsidiaries that share mission, values and governance:

Red Brick Building Tenancy Services Ltd - Run the current operations of the Red Brick Building (Buildings A&B).

Beckery Construction Company Ltd – Set up to complete the capital build of the next phase of The Red Brick Building (Building C). This is a town deal project.

Bridies Farm CIC (Glastonbury Food and Regenerative Farming Centre) created to run the Glastonbury Food and Regenerative Farming Centre. This is a town deal project.

Treasurer Role Description - Voluntary

We are seeking a Treasurer on a voluntary basis to join our Board of Directors.

The overall role of a treasurer is to maintain an overview of the whole organisation's financial affairs, ensuring its viability and that proper financial records and procedures are maintained. You will also be able to advise and support the Red Brick Building staff team. The role and person specification are summarised below.

General financial oversight

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation for Community Benefit Society.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
- Oversee the preparation of annual accounts.

Financial planning and reporting

- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy, investment policy and loans policy.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of the organisation.

Other

- To chair meetings regarding Finance
- To sit on appraisal, recruitment and disciplinary panels as required.

Qualities and Skills Preferred

- Qualified accountant or experience of preparing accounts.
- Experience of financial control and budgeting.
- Experience of fundraising and pension schemes.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

Time Commitment: The role of the Treasurer requires an estimated commitment of approximately two to four days per month, plus a 2-hour Board meeting once a month. For further information please contact: enterprise@redbrickbuilding.co.uk