



**Charles Rennie
Mackintosh**
Design



Walter Crane
Design



William Morris
Design



Ford Madox Brown
Design



William De Morgan
Ceramics



Peter Drieser
Design

SOCIETY OF DESIGNER CRAFTSMEN TREASURER

Company Description

The Society of Designer Craftsmen is one of the UK's oldest and most respected arts and crafts organisations, founded in 1887. With a membership of around 400 professional designer-makers working across disciplines including ceramics, wood, metal, glass, and textiles, the Society champions innovation, originality, and excellence in craftsmanship. We support our members through exhibitions, mentoring, and professional networks, while fostering public appreciation of high-quality design. As a registered charity, we are committed to promoting education in craft, maintaining the highest standards, and supporting the next generation of makers within a vibrant and collaborative creative community.

Role Description

This is a volunteer and remote role for a Treasurer at the Society of Designer Craftsmen. The Treasurer will be responsible for overseeing and managing the financial affairs of the organization. Key tasks include preparing and presenting financial reports, budgeting, ensuring compliance with regulatory and charity financial requirements, managing financial systems, and collaborating with the board on financial strategies and risk assessments. The Treasurer will act as a key advisor for financial planning and decision-making within the organization, ensuring its continued stability and growth.

Principal Responsibilities

In addition to the general responsibilities of a trustee the Treasurer will enable the Council to achieve plans to strengthen the Society and expand its activities through robust financial planning and management. The duties of the Treasurer include the following: -

- Lead and direct the Council of Trustees on financial matters
- Contribute to the wider SDC strategy and direction
- Maintain an overview of the Society's financial status to ensure its financial viability and ensure that proper financial records and procedures are maintained
- Ensure that the Society has an appropriate reserves policy
- Maintain Risk Management Policy
- Advise on the financial implications of the organisation's strategic plans

- Set and monitor project budgets; liaising with Exhibition Committees and Trustees on individual budgets
- Prepare and present financial reports for Council Meetings
- Liaise with Chairman, Bookkeeper, Xero Administrator to ensure:
 - An accurate and timely set of accounts is produced at the financial year end to submit for audit
 - Basic Controls, systems for budgeting, financial control and reporting are in place within the finance committee, keep the Council informed about its financial duties and responsibilities
- Present annual returns to the Chair for signature to ensure timely submission to Companies House and Charity Commission
- Liaise with the Chair and other trustees to ensure that the Annual Accounts are available to the Chair for signing following the Annual Audit
- Prepare the Treasurers Report for the AGM and make a formal presentation of the accounts at the AGM to members drawing attention to important points
- Respond to, and act on, the Auditors' Management Letter following the annual audit.
- Liaise with the accountant and auditor on financial matters or changes in HMRC or accountancy rules
- Contribute to the fundraising strategy of the organisation

Person Profile

- Relevant financial qualifications and ideally experience of charity financial governance principles and practices.
- Knowledge or interest in the Creative Industries, specifically the Craft sector, desirable
- Knowledge of XERO accounting desirable but not essential. Training is available.
- Some experience of charity fundraising would be desirable
- Great organisational skills and attention to detail
- Good communication and interpersonal skills, tact, diplomacy and integrity
- Exercise sound judgement
- Strong collaboration skills and an ability to positively persuade and influence
- Highly resilient and able to deal with ambiguity
- Be prepared to make unpopular recommendations to the Council if necessary

Other:

- The Treasurer is elected by the Council of Trustees and has a fixed term of three years.
- Role is predominantly home based with meetings over Zoom. Occasional meetings in or near London or at the studios of some, as well as member day events in a variety of locations
- This role is unpaid although appropriate expenses on Society & Council business will be met.