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## Treasurer: Role & Responsibilities



**Mess Up The Mess (MUTM)** is an Award Winning Youth Theatre based in Ammanford and the Amman Valley. Since 2005, MUTM has worked with some of the most vulnerable and isolated young people in our communities, using theatre and the arts as powerful tools to engage and empower them to make their voices heard.

Our work ranges from small-scale, issue-based workshops and preparation-for-work training to large-scale projects that address the difficult issues confronting young people today. MUTM challenges young people to believe in themselves and in their ability to make their world a better place.

MUTM is passionate about nurturing imagination, daring performance, and changing lives through all aspects of our work. The company is rooted in the Amman Valley but works across South Wales.

As Treasurer, you will play a pivotal role in shaping our strategy, governance, and presence within the creative third sector. You will bring your experience, credibility, and network to support the leadership team at MUTM.

**Mess Up The Mess Theatre Company Limited** is a non-profit distributing social enterprise constituted as a company limited by guarantee.

### The Role

This role is suitable for anyone interested in:

- Bringing leadership and governance experience to support MUTM, or developing new skills in these areas
- Helping to set the strategy and plans that guide the team's day-to-day work during an exciting time for the voluntary sector
- Carrying out board responsibilities with care, prudence, and professionalism

### Key Responsibilities as a Board Member

- Providing governance and strategic oversight to ensure MUTM complies with legal requirements, manages finances responsibly, and achieves its objectives, without becoming involved in day-to-day operations
- Taking responsibility for key decisions and ensuring accountability
- Ensuring MUTM maintains the highest standards of safeguarding and child protection
- Acting with care, skill, and in the best interests of MUTM
- Contributing to the development of MUTM's vision, objectives, and strategic plan
- Ensuring MUTM adheres to all relevant laws and regulations
- Overseeing budgets, safeguarding assets, monitoring financial health, and ensuring funds are used for their intended purposes
- Identifying and managing risks to MUTM's assets, reputation, and operations
- Ensuring MUTM is accountable to regulators, stakeholders, and the public
- Making decisions collectively for the organisation while declaring and managing any conflicts of interest

- Holding staff and management accountable for delivering the agreed strategy, without managing daily operations
- Supporting MUTM's commitment to equality, diversity, and inclusion

### **Key Responsibilities as a Treasurer**

The overall role is to work with MUTM's Management team and support staff to maintain an overview of the organisation's financial affairs to ensure proper records and procedures are maintained and MUTM remains financially viable.

- Working with the Executive Director to prepare financial reports for presentation to the board at quarterly meetings
- Working with the Executive Director to prepare and present the annual budget and provide updates to the board, interpreting and explaining proposals and accounting requirements and advising on the financial implications of the organisation's strategic plan
- Liaising with auditors/independent examiners to prepare the Annual Accounts, and with other finance professionals the Board may from time to time appoint
- Ensuring that the organisation has an appropriate reserves policy

### **Board Member Qualities**

We are looking for individuals who can demonstrate:

- A commitment to listening to the voices of young people and supporting them to flourish
- Commitment to MUTM's values, mission, and objectives
- An understanding of, and willingness to accept, the legal duties and responsibilities of board membership
- A willingness to devote the necessary time and effort to the role
- Integrity and a willingness to contribute and challenge constructively
- The ability to work effectively as part of a board
- A strong commitment to equality, diversity, and inclusive practice
- A professional or personal interest in the arts and their potential to change people's lives

We are looking for individuals who have **some** of the following skills and experience:

- The ability to analyse strategic and financial proposals, consider their implications, and make informed recommendations
- Business planning skills and experience, preferably within the creative industries
- Creative thinking and problem-solving skills
- Marketing
- Fundraising
- Working with young people
- Social enterprise

### **Treasurer Qualities**

- An understanding and acceptance of the legal duties, responsibilities and liabilities of MUTM

- Experience of organisation finance and fund raising and business planning skills
- Skills to analyse strategic and financial proposals, examine their financial and other consequences and make recommendations to the board
- Willingness to be available to give financial advice and answer enquiries from the Board, the Management team and finance staff

### **What You'll Receive**

- A formal seat on the MUTM Board
- Visibility and credibility as part of the MUTM Board
- The opportunity to make a tangible difference with a light and flexible time commitment
- Reimbursement of reasonable out of pocket expenses

### **Why Join Now?**

You will be joining a highly creative organisation at an exciting stage as it shapes its future strategy and direction. This is also a fantastic opportunity to build your own portfolio while influencing an ambitious, values-led organisation. To apply, please upload your CV and a cover letter that addresses the Board Member qualities listed above:

<https://signup.cymunedmessup.cymru/board2026/>

If you would like to discuss this opportunity or have any questions about the role, email [hello@messupthemess.co.uk](mailto:hello@messupthemess.co.uk). *We welcome applications from under-represented groups and encourage candidates who reflect the diversity of the communities we serve. Please note, this is an unpaid position.*