

Treasurer - role description:

The Treasurer plays a critical role on the board of trustees. As a member of the Executive Committee, the Treasurer leads the board's oversight of the Rio's financial health and financial responsibilities. While the day-to-day bookkeeping is managed by our staff, the Treasurer is the strategic financial lead for the board, ensuring our ambitious cultural goals are backed by a sustainable and resilient business model.

There will be an online info session held at 12:00 on 19 June for those who want to learn more about the roles and ask any questions.

[Meeting Registration - Zoom](#)

Key Responsibilities:

- **Financial Oversight:** Monitor the charity's financial position and ensure that robust and comprehensive financial policies, procedures, controls, and reporting systems are in place and are adhered to.
- **Strategic Advisory:** Provide expert guidance to the board on the financial implications of the Rio's strategic plans, including capital projects and revenue diversification, and advise on the financial viability of the charity.
- **Reporting & Clarity:** Work with our Finance Manager to present clear, high-level financial reports to the board, translating data into strategic insights that inform decision-making.
- **Compliance & Audit:** Oversee the preparation of annual accounts and act as the primary board contact for external auditors. Oversee financial controls and adherence to systems.
- **Risk & Resilience:** Monitor financial risks and lead the development of an appropriate reserves policy to safeguard the cinema's future.
- **Management Support:** Act as a professional mentor and sounding board for the Executive Director and Finance Director on budgetary or commercial matters.

Legal trustee - role description:

As our legal-focused trustee, you will act as a trusted sounding board to fellow trustees and senior management, contributing your professional judgement and analytical approach to decision-making. While you do not need to be a practising specialist in charity law, your

broad legal knowledge will help the board evaluate risk, challenge constructively, and maintain robust governance standards across all aspects of our work.

You will play a key role in ensuring that the organisation meets its dual responsibilities as a company and a charity, supporting both day-to-day board oversight and future development projects. This includes guiding the board on legal implications, helping translate complex issues into clear advice, and promoting a culture of accountability and transparency.

This is an ideal opportunity for someone looking to apply their legal expertise in a creative, community-focused environment while gaining valuable non-executive experience.

Key Responsibilities:

- **Legal Oversight:** Provide high-level legal insight to support informed decision-making and ensure responsible governance.
- **Strategic Advisory:** Act as a sounding board on strategic initiatives, helping assess legal implications and long-term impact.
- **Reporting & Clarity:** Support clear, accurate documentation and ensure board discussions reflect sound legal reasoning.
- **Compliance:** Help oversee compliance with relevant company law, charity regulation, and internal policies.
- **Risk & Resilience:** Contribute to identifying, assessing, and mitigating organisational risks.
- **Management Support:** Offer constructive guidance to the management team, fostering confidence and good governance practices.

Complete the Equality Monitoring form

[Rio Cinema Equality Monitoring Form](#)