

# Volunteering with the Museum of Richmond: Independent Examiner



The Museum of Richmond tells the story of Richmond from prehistory, through its rise in prominence as a royal residence in the medieval period to its modern status as a centre of the arts and fashion. We care for and give access to the rich history of Richmond through our permanent displays, temporary exhibitions, learning workshops and events programme.

## **Why does the Museum of Richmond need your support?**

We need an Independent Examiner to review and sign off accounts prepared by the Treasurer, to meet statutory requirements as specified by the Charity Commission and Companies House.

## **What qualities, skills and experience do you need?**

You will need to be a qualified accountant, preferably with some knowledge of charity accounting

## **How much time will you be expected to give and when?**

- A few hours a year
- Accounts will be made available in May and need to be signed off by the end of July.
- You will also be invited to the Museum's AGM in December each year
- This role would suit someone with limited time but wants to support the cultural life of Richmond

## **What can you expect from us?**

- To be treated fairly and with respect.
- To be recognised and appreciated for your contributions.

## **What**

### **will we expect from you?**

- To maintain positive working relationships with staff and other volunteers
- To be reliable in your duties

If you are interested in volunteering at the Museum of Richmond, or have any further queries regarding this role, please contact the Museum by emailing [info@museumofrichmond.com](mailto:info@museumofrichmond.com)

*This document is intended as a guide to volunteering at the Museum of Richmond and is not legally binding.*