

## Advertisement for Finance Trustee / Treasurer

### SPREAD YOUR PASSION FOR ARTS, CULTURE AND EDUCATION

We are recruiting for a **FINANCE TRUSTEE / TREASURER**. This is a voluntary position to our Board of Trustees.

We are a successful **arts & culture charity** which aims to promote the creative and performing arts and improve their appreciation by a wider public.

We do this through an annual **festival which brings to Hampstead a programme of concerts and talks of the highest calibre at affordable prices.**

Previous board/trustee experience is not necessary. The position would therefore also suit individuals taking their first steps to develop wider board-level and governance experience.

The **Finance Trustee / Treasurer** will need to:

- Monitor the financial health of the charity and report to the Board regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation's financial resources
- Oversee the financial risk-management process and report on the charity's financial health to the board of trustees at regular intervals
- Act as a counter-signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion
- Liaise with external auditors on financial issues and ensure that the organisation's finances are responsibly managed and invested for the betterment of the organisation's work and for the beneficiaries it serves.

Because of Covid, we are not currently able to plan our next festival but we're optimistic that these circumstances will change. This quieter period offers an ideal opportunity to get to know the charity's systems and ensure its continued financial viability.

The **Finance Trustee / Treasurer** should have the following qualifications and experience:

- Qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent) with demonstrated commercial awareness and knowledge and at least three years professional experience
- A good working knowledge of charity accounting
- Budgeting and forecasting
- Statutory financial reporting

- Bookkeeping
- Managing external relationships with audit partners
- Leading the financial risk management process for an organisation
- Translating financial information to non-finance stakeholders
- Corporate governance

**Being a Trustee will offer you the opportunity to:**

- Influence strategic decisions and develop new skills
- Help shape and implement a fiscally responsible plan to secure future programming and further strengthen the charity's long-term financial viability
- Broaden awareness of the organisation's objectives, values and priorities
- Meet people from a variety of backgrounds who share your passion for arts, culture and education
- Learn more about festivals management

Normally, the expected time commitment is five Trustee meetings per year (generally two hours long on a weekday evening in Central/North London) and hands-on finance operational work, to comply with filing deadlines and festival requirements. Because of Covid, there are fewer board meetings at present, and they are taking place by video link.

To apply, email your CV and a cover letter to [info@HampsteadArtsFestival.com](mailto:info@HampsteadArtsFestival.com)

Deadline for applications: 09/04/2021

Interviews: weeks commencing 19/04/2021 and 26/04/2021

More about the Hampstead Arts Festival: <http://www.hampsteadartsfestival.com/>