



## Non-Executive Treasurer Role

Role:	Non-executive, voluntary role for a minimum period of three years (renewable)
Commitment:	4 x board meetings annually, preparation of quarterly management accounts, additional meetings and events where necessary
Working with:	Board of Trustees, Director, Finance & Office Manager

### About Arts & Minds:

We are a micro-charity which uses the arts to support positive mental health. We believe that access to and participation in all forms of the creative arts are good for people's mental health and wellbeing. For over 10 years, we have been providing arts-based workshops to support people with mental health conditions. We run artist-led workshops across Cambridgeshire, Peterborough and beyond and contribute to the national conversation about the positive role the arts play within mental health care. Our work comes under the initiatives of Arts on Prescription and arts-based Social Prescribing.

### Vision Mission and Values

Our **vision** is to live in a creative society where people have the confidence and self esteem to lead fulfilling lives.

Our **mission** is simple: to use the arts to support the positive mental health of individuals and communities.

We hold the following **values**:

- **Creative:** that arts and creativity is interwoven in all that we do;
- **Collaborative:** all our programmes and our ethos are centred around partnership working to ensure the best opportunities for beneficiaries;
- **Inclusive:** that we are accessible to all, open in our sharing of knowledge and expertise;
- **Compassionate:** that we care for those around us, taking the time to support those around us;
- **Respectful:** recognising and treating each other equally and with respect.



Our core programmes include:

- **Arts on Prescription** - a 12-week programme of arts workshops for people experiencing anxiety and / or depression
- **Michaelhouse Singers** - a weekly drop-in choir for people experiencing mental health challenges, their family, friends and carers
- **Pottery 4 Dementia** - weekly pottery workshops for younger people with dementia (who have been diagnosed under the age of 65)
- **Creative Cafe** - a monthly drop-in for everyone to enjoy coffee, conversation and creativity (based at Cambridge Junction)
- **Fullscope** - a consortium of local charities with a shared mission to improve the mental health and wellbeing of children and young people in Cambridgeshire & Peterborough.

During the Covid 19 crisis we have continued to adapt our programmes, including running sessions online and sending creative packages by post.

### **Structure and Governance**

Arts & Minds is a registered charity (1122845) and limited company (06339920). The charity is managed by a non-executive Board of Trustees which oversees and supports the Director and staff of the charity. We currently employ three part-time members of staff: Director (3 days); Programme Manager (2 days); and Finance & Office Manager (2 days). We work with a number of Freelance Artists / Counsellors who facilitate our creative sessions. Many other activities including social media, marketing and communications, website management, research and evaluation - are undertaken with the help of volunteers, trustees and some specialist ambassadors of the charity.

### **The statutory duties of a trustee are:**

- To ensure the organisation complies with its governing document.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.



### **About the role:**

We are looking for a Treasurer to oversee the management of the financial affairs of the charity and provide support to the Finance & Office Manager and the Director. Arts & Minds staff process all invoices and payroll payments and are responsible for the general bookkeeping. The charity is largely dependent on fundraising from grant giving bodies, including trusts and foundations, although it has some financial support from local councils and the community.

The Treasurer's main responsibilities are to maintain an overview of the charity's financial position and of the conduct of its financial affairs; maintain and improve the charity's financial standing; guide financial policy; assess and manage financial risks; and collaborate with colleagues to determine funding opportunities.

Main tasks include:

- supporting the Finance & Office Manager to produce quarterly management accounts for the Board
- reporting to the Board on budgets and management accounts
- working with the Chair of Trustees and Director to prepare / submit the charity's annual accounts

The role may also include:

- liaising with the Finance & Office Manager and Director on financial matters
- providing support to staff with funding / programme budgets
- ensuring that the charity has appropriate financial policies, including reserves and risk management
- overseeing appropriate accounting procedures and controls are in place
- keeping the Board informed about its financial duties and responsibilities
- advising on the financial implications of the charity's strategic plans
- maintaining an up-to-date working knowledge of financial and legal regulations that may affect the charity's decisions or policies

In a small charity such as ours, trustees are also expected to offer their time and expertise where possible to assist the organisation in achieving its objectives. We have recently formed a number of working groups, which trustees are invited to join. We offer training opportunities throughout the year.



### **Person specification:**

Individuals are sought who have a strong empathy with our mission and who have senior experience of financial controls - i.e. an Accountant or Similar. Our preference would be for someone with an understanding of Charity finance and legal requirements, though this is not essential.

### **Experience:**

- An accounting qualification and experience working in a financial capacity, preferably within the charity sector
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

### **Knowledge, skills and understanding:**

- Knowledge (and experience) of the Charities Statement of Recommended Practice (SORP)
- Commitment to the charity and a willingness to devote the necessary time and effort
- Preparedness to make financial recommendations to the Board
- Willingness to be available for financial advice on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An understanding of the respective roles of the Chair, Trustees and Director of Arts & Minds

Arts & Minds is committed to inclusion, diversity and equality in our workplace and all of our activities. We value both life experience and professional experience and welcome applications from people of all backgrounds. To improve diversity within our organisation, we particularly encourage applications from people with disabilities and / or Black, Asian and minority ethnic candidates.

**Applications are invited by email to [admin@artsandminds.org.uk](mailto:admin@artsandminds.org.uk) by 5pm on Friday 20th November 2020** . Please see application requirements on the following page.



## Your Application:

Your application should include:

- a copy of your CV
- a covering letter detailing your interest in becoming the Treasurer of Arts & Minds and evidencing how you meet the role requirements
- the name, email address and relationship of 2 referees (please indicate if you are happy for us to contact them prior to interview)
- a completed Equality & Diversity form

Short-listed candidates will be invited to attend an interview via Zoom, which will take place on **Thursday 3rd December**. If you are unable to attend an online interview on this date, please specify alternative dates in your covering letter.

If there is anything we can do to support your application, please let us know by emailing [admin@artsandminds.org.uk](mailto:admin@artsandminds.org.uk) or calling our Director (Emily) on 07783 756910.