



# **East Grinstead Museum**

## **Treasurer Trustee Recruitment Pack**

**[www.eastgrinsteadmuseum.org.uk](http://www.eastgrinsteadmuseum.org.uk)**

***Our vision is a community that celebrates its cultural heritage and finds inspiration, stimulating learning experiences and enjoyment through the exploration of our collections***

## **Introduction**

East Grinstead Museum, a Charitable Incorporated Organisation, was founded in 1976. The Museum is independent, being managed by a board of eight voluntary trustees, and is totally dependent on grants, sponsorship and donations for its income.

An exciting new opportunity has arisen for the board to recruit a Trustee Treasurer to help take the Museum forward into its next phase of development.

## **The Museum**

The Museum is housed in a purpose-built building, just off the High Street, which opened in September 2006. The building costs were covered by an award from the Heritage Lottery Fund and community fundraising initiatives.

The Museum is open 5 days a week, including weekends and Bank Holidays, and admission is free. The Museum's permanent displays focus on the history of the town and its surrounding villages. Artefacts and memorabilia are interspersed with interactive touch screens and film. Part of the gallery is used for temporary exhibitions, that cover local subjects. These are frequently mounted in conjunction with local community groups.

In 2016, the Museum was awarded a further Heritage Lottery Fund grant to develop permanent displays in the Museum to tell the story of the pioneering plastic surgeon Sir Archibald McIndoe and his patients known as the Guinea Pig Club, who were based at The Queen Victoria Hospital in East Grinstead.

The Museum offers a programme of activities during school holidays, aimed at children between the ages of five to eleven. The Museum often receives visits by groups and schools arranged to suit their needs. Outreach talks are regularly given to local community organisations. and a further programme of talks are planned during the year.

A part-time Museum Manager is employed, with all other roles being undertaken by volunteers or through project grants.

In 2017, the Museum was re-awarded Full Accreditation status by Arts Council England.

## Trustee Role Description

**Role Title:** Trustee Treasurer

**Direct Report:** Works closely with the Chair, Museum Manager and Board of trustees

**Manage:** Museum's bookkeeping service provider

**Background:** Finance, Governance, Risk

### 1. Role Summary

- Monitor the financial standing of the charity and report to the Board regarding cash-flow forecasting, income streams and out-going expenses.
- Oversee the charity's financial resources and risk-management process and ensure a sound financial control environment
- Ensure that the Museum's funds are suitably invested and managed to meet the Museum's operational and strategic needs
- Liaise with external auditors/independent examiners on financial issues and annual accounts
- Ensure that annual accounts are submitted to the Charity Commission within 10 months of year end

### 2.0 Main Responsibilities of the Treasurer

#### Budgeting and strategic financial planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives on an annual basis
- Oversee planning/budgeting processes in participation with the Board and constructively challenge where required
- Ensure transparency and accountability to improve resource allocation and charity's image
- Monitor performance of the Museum's external provider of bookkeeping, payroll and pension services

#### Management Reporting

- Ensure a high standard and frequency of management accounting is maintained to deliver services and safeguard assets
- Liaise with bookkeeping provider and trustees to prepare and produce appropriate management accounts regularly

#### Statutory Financial Reporting

- Liaise with external accountants and auditors on specific issues in the accounting/auditing process and related board representations.
- Advise fellow trustees on the approval of the annual report and audited/independently examined accounts.

### Reserves Policy

- Review and develop the Museum's Reserves policy in line with strategic goals and safeguard the Museum's finances
- Keep the Board regularly informed of free reserves position and advise where appropriate on changing circumstances

### Governance

- Ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with the Museum's governance legal and regulatory requirements
- Advise on the financial implications of the charity's operational and strategic plans, and oversee the charity's financial risk-management process
- Lead the development and implementation of financial reserves, cost management, and financial control and investment policies

## **3.0 Person Specification**

### **Essential**

- Qualified chartered or management accountant with demonstrated commercial awareness and knowledge
- Knowledge of charity SORP and impending changes and/or willingness to keep up-to-date
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- The ability to think strategically and creatively, demonstrate objectivity, good judgement and analytical ability.
- A willingness to learn.
- Good communication, team-working and interpersonal skills.
- Tactful, diplomatic and able to build relationships.

### **Desirable**

- Demonstrated knowledge and experience of charity finance practices including Gift Aid.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Good understanding of IT infrastructure and issues, particularly those faced by small business and charities
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, fundraising, understanding of HR issues, experience of Trusts or other grant giving bodies

## **4.0 Time Commitment**

- The Board meets at least six times a year and the Treasurer is expected to be available for at least five meetings per year
- Once established it is anticipated that the Treasurer role will take up one day a week on average.
- Trustees serve for a fixed term of four years.

- Trustees must adhere to the Museums Association Code of Ethics and all the Museum's policies.
- Trustees are expected to act reasonably and prudently in the best interests of the Museum, never in pursuit of personal interests or the interests of another organisation and to meet the legal obligations common to all charity trustees (i.e. comply with charity law, duty of prudence and duty of care).
- Trustees are expected to adhere to Nolan's Principles of Public Life.

## **5.0 Location**

- Board meetings are held at East Grinstead Museum

## **Recruitment Process**

To register your interest please email Lester Porter, the Chair of Trustees, at [chair@eastgrinsteadmuseum.org.uk](mailto:chair@eastgrinsteadmuseum.org.uk) providing a covering letter and CV outlining why you want this role and how you meet the person specification.

Please include contact details for two referees.

**The closing date for applications is Friday 20<sup>th</sup> December 2019.**

Suitable applicants will be invited for an informal discussion at the Museum with two existing trustees and the Museum Manager **on Friday 10<sup>th</sup> January 2020.**

N.B.

Prior to being formally appointed applicants will need to confirm that they are eligible to be a trustee by confirming that they are:

- Not disqualified from acting as a charity trustee or company director, not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity.
- Not been convicted of an offence involving deception or dishonesty (or any such conviction that is legally regarded as spent) and have not been involved in tax fraud.
- Not an undischarged bankrupt or have not made compositions or arrangements with creditors from which they have not been discharged.