

Role Description

Treasurer

Introduction

[Knowle West Media Centre](#) is looking for a qualified accountant to join our Board of Trustees as our Treasurer. Although many of our current Trustees are highly experienced in managing large budgets and programmes of work, we are looking to appoint someone who can give their time to focus on the finances.

KWMC is an arts centre and charity and we've been based in South Bristol – on the Knowle West estate – since 1996. We support people to make positive changes in their lives and communities using technology and the arts to come up with creative solutions to problems and explore new ways of doing things.

We are seeking someone with an eye for detail, an experienced and confident finance professional who'll actively enjoy exploring options that support the aims of the charity, thus ensuring a strong financial foundation, and a sustainable future.

The Treasurer supports the work of KWMC's Head of Finance and plays a key role in reporting the financial health of the organisation to the Board.

Role Summary

What does the role of Treasurer entail?

The Treasurer will support KWMC's Head of Finance and CEO in key financial areas but the day-to-day management and decision making duties are undertaken by the Head of Finance with tasks delegated as appropriate within the Finance Team. The Finance Team currently has 4 staff: Head of Finance, Charity Finance Manager, Senior Finance Officer and Finance Assistant.

As the Treasurer, you will have knowledge, understanding and interest in the areas as detailed below.

- Being a sounding board... someone who will listen and understand the charity's strategic plan. Able to advise and offer suggestions regarding the financial implications.
- Looking at the bigger picture... having oversight of the charity's financial risk-management processes and business plan over the next five – ten years. Helping KWMC to look at system for appraising, mitigating and reporting risk.
- Clarity of thought... able to review the presentation of budgets, internal management accounts and annual financial statements prepared by the Head of

Finance for the Board of Trustees. Able to suggest ways of giving complex information in a clear and straightforward manner.

- A good knowledge of accounting law... how records are kept and ensuring appropriate procedures and controls are in place.
- Supporting financial policies, reviewing them to ensure they are appropriate, implemented and contributing to the development of new policies as and when required.
- Assisting the Head of Finance to look at opportunities that safeguard funds and ensure assets are maximised.
- Support the Board of Trustees and Head of Finance with the appointment of and liaison with external auditors.

What attributes we are looking for?

- A finance professional. A knowledge of charity finance is an advantage but not essential.
- A person with commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- A clear communicator with the ability to bring financial information alive to non-finance specialists.
- An understanding and appreciation of Knowle West Media Centre's aims, values and ambitions.
- Someone who enjoys making money work.

In addition to the above, the Treasurer will also have the responsibilities and qualities expected of all KWMC Trustees:

Responsibilities of all Trustees

- Support and provide advice on KWMC's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee KWMC's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve KWMC's financial statements.
- Provide support and challenge to KWMC's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in KWMC's operating environment.
- Contribute to regular reviews of KWMC's governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect

KWMC's interests, to the exclusion of their own personal and/or any third-party interests.

- Contribute to the broader promotion of KWMC's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there are times when the Trustees will need to be actively involved beyond Board meetings. This could involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the Trustee has special expertise.

Time Commitment

- Attending 5 Board meetings and 1 AGM annually. Currently meetings are held in person and online at Knowle West Media Centre on Mondays from 5pm. Meetings usually last an hour.
- Approximately 5 scheduled meetings with the Head of Finance, usually held one week prior to the Board meeting, with flexibility to respond swiftly to the occasional ad hoc question/issue.
- Attending occasional strategy or training sessions.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to [Nolan's seven principles](#) of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office. This can be renewed at the annual AGM. There is no maximum term of office.

- This is a voluntary position, but reasonable expenses can be reimbursed.

Think you might be interested?

If you'd like to find out more and arrange a time to have an informal chat about the role then please drop an email to Bethan Park, Head of Finance at:

bethan.park@kwmc.org.uk