

# 'a space' arts now seeking a new Treasurer



## Introduction

'a space' arts is a registered charity at a genuinely exciting time of its development. We have become an Arts Council England, National Portfolio Organisation (from April 2018), and are poised to refurbish Gods' House Tower (GHT), a scheduled ancient monument, to create a new arts and heritage venue in Southampton's old town.

To ensure the continued quality of our governance in supporting our ambition, we have undertaken a programme of board development and are now seeking a new Treasurer to join our proactive board.

The current board consists of 8 dedicated, focused members with a range of backgrounds and skill sets. Expanding the board follows a governance review and is a strategic element to developing our work over the next 6-12 months.

## What are we looking for?

The role of the Treasurer will be to maintain an overview of the organisation's financial affairs: to ensure its financial viability: and that proper financial records and procedures are maintained. We are looking for an enthusiastic individual, with an understanding of the charitable sector.

## Roles and Responsibilities

- To liaise with designated staff about financial matters
- To ensure compliance with relevant legislation
- To ensure accounts meet the conditions of contractual agreements with external agencies such as Arts Council England.
- Ensuring the charities governance, and underpinning policies, procedures and practice, is effective and enables the charities mission and vision to be delivered
- Ensuring that you are involved in the organisations development, able to deliver on specific lead role and are comfortable at expressing views at meetings

## Person Specification

- Experience of Charity finance, fundraising and VAT related enquiries
- Demonstrate tact and diplomacy, with the ability to listen and effectively engage others, while equally being able to communicate their own ideas and articulate strategic thinking
- Working knowledge of Mac based financial packages
- Commitment to the organisation and its goals
- Ability and willingness to commit the time required in conducting the role to the best of their ability including travelling to evening meetings

## Conditions

- Aligned to the organisations Memorandum the maximum term a Treasurer can serve is 3, 3-year terms (9 years in total)
- The role is not remunerated but travel and out of pocket expenses will be covered
- The Board meets 6 times a year (every other month) including the AGM in March.
- The Treasurer must attend each meeting.

## Next steps – Expressions of Interest

For an informal discussion about becoming Treasurer to the board, with the Director or one of our current Trustees, please contact [dill@spacearts.org.uk](mailto:dill@spacearts.org.uk) or call 023 80 338 778.

If you are interested in applying please submit an Expression of Interest to [dill@spacearts.org.uk](mailto:dill@spacearts.org.uk) outlining your interest and motivation in joining the board and, by 17:00 on Friday 25 May 2018. After this all candidates will be reviewed, with a shortlist invited to an informal meeting.