

The Thursford Collection - Trustee Finance Job Role

The Thursford Collection is a company limited by guarantee (No. 1279056) and a registered charity (No. 272307).

Applicants for this position will be expected to have the skills, experience, and qualifications to fulfil the responsibilities outlined below.

Statement of Responsibility

The primary and overriding responsibility of all Trustees of The Thursford Collection is to act as an individual in the best interests of the charity.

The Role of The Board of Trustees:

- To formulate the Trust's strategy and establish key milestones to measure progress;
- To promote The Thursford Collection, its activities and its work to the widest audience;
- To maintain financial sustainability;
- To monitor organisational risk;
- To monitor the organisation's performance against agreed objectives;
- To ensure the legality, financial probity, efficiency and cost effectiveness of The Thursford Collection's operations.

General Trustee Job Description

- To contribute actively to the Board of Trustees, providing strategic direction to The Thursford Collection, setting overall policy, defining goals, setting targets, and evaluating organisational performance against targets;
- To ensure that The Thursford Collection complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations;
- To ensure that The Thursford Collection pursues its objects as defined in the Memorandum and Articles of Association;
- To ensure accountability for the organisation's performance;
- To exemplify the values of the organisation by:
attending meetings regularly and being actively involved in decision making;
acting as an advocate for The Thursford Collection by forging and maintaining links outside the organisation;
engaging willingly and actively with The Thursford Collection's programme, employees and audiences;

Trustees are required to understand and embrace the seven principles of public life as defined by the Nolan Committee. These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Person Specification

- Demonstrable commitment to the objectives of The Thursford Collection;
- Knowledge or expertise in one or more of the following areas: steam engines and industrial heritage, professional and large-scale theatre, arts or cultural activity, education/community engagement, fundraising, marketing and communications, financial management, law, property, governance, business and commerce (including hospitality and retail), human resources;
- Strong communication skills and an ability to work effectively as a member of a team;
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- The ability to contribute to future policy and strategic developments with a creative approach and independence of thought.

Finance Trustee Job Description

- To take the lead on financial governance matters within the board.
- To support our financial controller and executive management team.
- To act as a point of contact between our auditors and the board.
- To advise the board on investment opportunities.

Finance Trustee Specification

- Have had experience at a senior level in the finance sector.
- Fully qualified CCAB accountant or other relevant accountancy qualification.
- Strong audit and VAT knowledge.
- Desirable to have knowledge of charity finance, cultural exemption, and theatre tax relief.

Time Commitment

- Up to 4 days for full Board meetings per year;
- Other sub-committee or ad hoc meetings as necessary but likely to amount to between two and four a year;
- Some additional time to study papers and give ad hoc advice to support the Management Team as necessary.

Likely total time commitment of around a day per month and Trustees will be expected to attend at least 75% of meetings across a financial year (save for in exceptional circumstances).

Term of Office

Trustees are appointed for a period of 3 years and are able to serve a maximum of 2 terms of office (totalling 6 years).

Remuneration

Trustees are not salaried, but reasonable expenses for travel and (if necessary) accommodation are paid.