

Trustee opportunities- Treasurer

Who we are looking for:

We are seeking a new trustee to take on the exciting role of Treasurer to join our experienced and passionate Board of Trustees. We are looking for someone who will liaise with relevant staff and committee members to ensure the financial viability of the organisation.

You will have:

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management
- Good financial analysis skills.
- Ability to communicate clearly.

The role involves:

- o Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice alongside the CEO.
- o Chair the HR and finance sub committee that includes other trustees and the CEO (meets 4 times a year).
- o Ensure proper records are kept and that effective financial procedures are in place.
- o Monitor and report on the financial health of the organisation to the Board alongside the quarterly report the CEO presents.
- o Oversee the production of necessary financial reports/returns, accounts and audits. Being in a position to challenge and scrutinise what is presented to the board and therefore support the clear and accurate reporting process.
- o Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them

Our current position:

We have a strong staff and board of trustees, good leadership and support from a freelancer fundraiser. We have had a committed treasurer who recently stood down due to family commitments. We have spent the past three years developing and improving our management accounts, budgeting, booking keeping (Quickbooks) and end of year accounting (processed by Seven Hills Accountancy). These process are robust and clear and so we need a treasurer who

can continue to challenge, scrutinise and support the on going growth and improvement of our processes and future planning.

The Role and commitment:

As a Trustee you will act with care and skill to ensure that the charity is sustainable, well-managed and that we deliver on our charitable objectives. You will work with the CEO and staff team to help shape the future of Ignite Imaginations. You will take part in quarterly meetings, chair the HR and finance sub committee (meetings occur before every board meeting to examine management accounts, HR concerns and financial procedures), oversee governance, policy and performance and come along to events, celebrations and socials when you can. We are a team of 5 part time staff, 25 freelancers and currently 7 board members; Together we are a passionate, strong and ambitious team and are excited to invite new voices to support our development and creative delivery going forward

Trustees are appointed for an initial three-year term, renewable up to a maximum of 15 years. The time commitment will be variable; **there is a 2 hour meeting** four times a year plus HR and finance sub group that meets for 1.5 hours two weeks before the board meetings. Meetings have papers prepared in advance and so time to read and understand the papers is also essential for full and informed meetings. Most meetings are online.

Becoming a Trustee is a great way to develop your CV, get involved in your local community and meet new people, as well as being vital to the running of Ignite Imaginations, so we hope that you will get as much out of being involved as we do. Being a trustee is a voluntary role. We offer an induction process and training and development opportunities to trustees. We can also cover out-of-pocket expenses to allow you to fulfill the role.

About us:

Who We Are: We are Sheffield's community arts organisation specialising in visual arts.

Our Vision is that every person in Sheffield has equitable access and opportunity to participate in visual arts experiences, which builds confidence, pride and reduces social isolation.

Our Mission is to inspire and nurture an artistic community. Through local partnerships we provide free and excellent opportunities to participate in visual arts experiences to underserved communities in Sheffield. We celebrate creativity and connections.

What We Do:

We work across the city with people of all ages and backgrounds where creativity is needed the most. All our work is free for those taking part; we work in partnership with every project connecting with the organisations rooted in communities who can support and represent the needs of local people.

We specialise in visual arts projects and workshops; from weekly sessions for families in local libraries to intergenerational projects in care home settings.

Recent projects have included:

- Mozart and Me: Working with 12 groups across Sheffield, Barnsley and Rotherham (from primary aged children to adults with learning difficulties), a visual artist and performing artist, using Mozart music are supporting the group to create their own artistic responses to his music.
- We are All Makers: Creative skills development programme for adults, who have not had the opportunity before now to explore their artistic talents. We are supporting them to develop a creative community project as well as offering placements in the local sector.
- Everyday Stories: weekly workshops for children with additional needs, creatively exploring the theme of the everyday and creating joint artworks

For more information head to our website www.igniteimagnations.org.uk or our recent [promotional film](#).

Find Out More:

We want Ignite Imaginations to be for all of Sheffield.

We want the voices of the communities we work in to be loud and clear in our decision making and planning, and for people from many different walks of life to be visible and reflected in our staff, our artists and our board. Ignite Imaginations is committed to Equal Opportunities and encourages interest from any individuals underrepresented both in the arts sector and within our team and board. We are keen to hear from individuals who can bring new experiences to our organisation.

If you would like to find out more about Ignite Imaginations and what being a Trustee entails, to help you decide whether this is the right opportunity for you, please contact our CEO Luisa Golob on luisa@igniteimagnations.org.uk or phone (0114) 2686813. We can offer prospective applicants a zoom conversation with the CEO or current Chair as well.

Take a look at our website www.igniteimagnations.org.uk. You can find us on facebook or follow us on twitter @ignite_sheff.

How to apply:

You can apply for this opportunity by sending a statement about why you are interested in the opportunity and sharing your relevant experience(s) to the role requirements. This can be in writing (not longer than 1 side of A4), as an audio or video file (no longer than 5 minutes), or in any other format that is accessible to you.

Please send to luisa@igniteimagnations.org.uk by **Monday 4th December**. We will then invite you to an informal interview at a date that suits you before Christmas.