

Buckinghamshire Culture

Treasurer Role Description, 2023

Location:	Buckinghamshire
Time commitment:	9-12 days per year to accommodate 4 Board meetings annually, plus reading and sub-groups
Tenure:	Term of up to three years, with a maximum of three consecutive terms.
Application deadline:	18 th September 2023

Introduction

Buckinghamshire Culture is the county's cultural partnership formed to shape and steer the creative and cultural development of the county, through implementation of a county-wide Cultural Strategy. We became a Charitable Incorporated Organisation in 2021 and are now seeking a knowledgeable Treasurer to join our charity board. Initially formed in 2019, Buckinghamshire Culture represents the county's cultural ecosystem, including arts, heritage, libraries, performance, museums, and the creative and cultural industries. The partnership works with organisations, groups and stakeholders who are interested in the impact and benefits of creativity and culture. Key county-wide partners include Buckinghamshire Council, Buckinghamshire New University, Discover Bucks Museum, Local Enterprise Partnership, National Film and Television School and the Rothschild Foundation.

You can find more about us on our website [here](#) and see our charity details [here](#).

Trustee Responsibilities

Treasurer Responsibilities

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Liaise with staff, Board and bookkeeper to ensure financial good practice
- Oversee the production of necessary financial reports/returns, accounts and audits.

Statutory Responsibilities

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation is carrying out its purposes for public benefit
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To act in the organisation's best interests and safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

Other Trustee Responsibilities

Each trustee should use any specific skills, knowledge or experience they have to help Buckinghamshire Culture's Board of Trustees reach sound decisions and ensure the organisation fulfils its objects. All Trustees are expected to be ambassadors for Buckinghamshire Culture and the county's creative and cultural offer and to advocate for the value of culture.

This will involve:

- Attending Board/other Buckinghamshire Culture meetings as appropriate – 4 Board meetings a year
- Participating in one or more Board sub groups as required
- Scrutinising board papers and other communications
- Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge or expertise
- Abiding by Buckinghamshire Culture's policies and procedures including the Safeguarding, Diversity and Equal Opportunities and Information Governance Policies, ensuring these are effectively implemented
- Participate in activities to promote and advocate for Buckinghamshire Culture and our partners to our beneficiaries, funders and the wider public
- Contributing on other issues or areas of special expertise
- Taking an interest in, and attending where possible, the events and cultural offer of our partners across the county.

Person Specification

We are seeking applicants from varied backgrounds and who come with diverse experiences, able to demonstrate:

- Relevant qualifications in accountancy and/or finance
- A passion for culture and creativity and the transformative role it can play in people's lives
- Commitment to the purpose and values of Buckinghamshire Culture and the role of culture for societal good
- Enthusiasm, integrity and good independent judgement
- A willingness and ability to devote the necessary time and effort to their duties as Trustee
- An ability to take strong decisions for the good of Buckinghamshire Culture
- Willingness to act as an ambassador for Buckinghamshire Culture and the cultural offer
- Excellent interpersonal and communication skills
- Tact and diplomacy
- Willingness to speak their mind as well as listen to the views of others.

The Buckinghamshire Cultural Strategy

Culture plays a vital role for Buckinghamshire: contributing to distinctive communities and places, positively supporting our quality of life and wellbeing, enhancing our tourism offer and contributing in many significant ways to our economy. Home to many creative businesses, artists, makers, museums, arts centres, festivals, National Trust properties, country parks, internationally renowned facilities (such as Waddesdon Manor, Pinewood and Silverstone), and the birthplace of the Paralympic movement, Buckinghamshire has a great deal that is worth celebrating. The Buckinghamshire Cultural Strategy outlines how we might enhance and build our cultural sector and offer – with the aim that all residents of Buckinghamshire, of all ages, abilities and backgrounds can take part in, and help shape, creativity and culture that is relevant to them.

The Role of the Board

Collectively, the Trustees of the Board have responsibility for good governance and should use their skills and knowledge to support the organisation's strategic direction, avoiding becoming involved in day to day operational decisions and matters. They must accept ultimate responsibility for directing Buckinghamshire Culture's affairs, ensuring it is solvent, well-run, and delivering the outcomes for which it has been set up. Our Treasurer will support the financial wellbeing of our charity, ensuring appropriate scrutiny, policies and procedures are in place.

Trustee Performance

All Charities have a public benefit responsibility and in carrying out their role, Buckinghamshire Culture's Trustees are expected to be inclusive and considerate and to adhere to the Nolan Principles for holders of public office, these are:

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing. Honesty Holders of public office should be truthful.

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Application Process

To apply for the role of Treasurer please send a copy of your CV and an Expression of Interest explaining your passion and suitability for the role along with details of two referees to Helen:

Helen@buckinghamshireculture.org

Deadline for applications: **5pm, 18th September 2023.**