

# COUNTERPOINTS.

## Counterpoints Arts is seeking a Trustee Treasurer

**Role Title:** Trustee Treasurer

**Salary:** Unpaid (travel expenses paid)

**Appointment:** mid to end May 2024

**Start Date:** June 2024

Counterpoints Arts is a leading national organisation working at the intersection of arts, migration and social change. For 11 years, Counterpoints Arts has been at the vanguard of cultural commissioning and practice, supporting and producing the arts by and about migrants and refugees, ensuring that their contributions are recognized and welcomed within British arts, history and culture.

The range of Counterpoints Arts' work has grown considerably since it was founded in 2012 and we are now seeking a new Treasurer with a strong financial background and the skills and experience that will complement those of existing Board members. We are particularly interested in recruiting someone whose values align with the charity's mission and overall team culture.

Counterpoints Arts aims to attract and retain talented people from all backgrounds to its Board of Trustees. We particularly welcome applications from those who have been historically excluded from the cultural sector, including people with lived experience of displacement, people of colour and other ethnic minorities, people who identify as LGBTQIA, disabled people and people from a working class background.

### About the role

The role of the Trustee Treasurer is to maintain oversight at Board level of Counterpoints Arts' finances, and is primarily a governance and strategic role that does not involve any day-to-day involvement in bookkeeping. Please note that this is an unpaid role, with travel expenses covered.

### Responsibilities:

- Contributing updates alongside other Trustees and the Director at quarterly meetings
- Supporting the Director with review of monthly management accounts and presenting financial reports at each meeting
- Leading on key policies at Board level, where relevant, for example the Reserves policy / Anti-Fraud policy
- Leading on risk management and reporting at each meeting
- Ensuring correct review and sign off of year end accounts and that accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- Acting as a signatory for other relevant forms, such as grant agreements
- Keeping the Board informed about its financial duties and responsibilities
- Sitting on recruitment and disciplinary panels, as needed
- Be available to provide ad hoc support and guidance outside of quarterly Board meetings and in exceptional circumstances, as needed

### Essential Requirements:

- Alignment with and a commitment to the aims, overall mission and culture/values of Counterpoints Arts
- Experience in a senior role, for example Operations Director or similar in the private, public or not for profit sector
- A willingness to devote the necessary time and effort to the Board and to advocate for Counterpoints Arts' vision and programme
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An openness to share with Counterpoints Arts your extended expertise, pathways and networks
- An ability to work and contribute effectively as a member of a Board and to take decisions for the overall good of Counterpoints Arts
- Excellent references

In addition to the above person specification for a trustee, candidates for the role of Treasurer should also have the following experience:

- Financial qualifications and experience
- Some experience of fundraising and pension schemes
- Knowledge of the entities and processes that govern charitable organisations
- Skills to analyse proposals/documents and examine their financial consequences

**Desirable Experience includes:**

- Experience of working in the charity sector or in the field of arts/migration.

The successful candidate for the Trustee Treasurer position at Counterpoints Arts will gain the opportunity to contribute strategically to an organisation at the forefront of promoting arts, migration, and social change. Additionally, they'll be able to benefit from working with a highly collaborative and dedicated team and from enriching their network and experience in the arts and charity sectors.

**Time Commitment**

The Trustee Board meets once each quarter for an average of 2 hours. Trustees are then required to commit the time necessary to follow up on agreed action points. In addition, Counterpoints Arts may organise more structured meetings to discuss specific matters and strategy directly or on issues that are urgent. Trustees are also invited to attend the events organised by Counterpoints Arts.

**Values and Beliefs underpinning our work**

Our work is organised around a set of [core values and beliefs](#) that guide our work and inform our decisions.

Our working culture, created through the interactions of our staff, volunteers, trustees, artists, partners and wider network, is based around the principles of mutual respect, collaboration, trust, care, generosity, transparency, accountability and deep commitment to our work.

We are dedicated to ensuring fairness and equity for all staff, regardless of their position, gender, age, race, religion, or background.

## How To Apply

Please send the following documents to [annie@counterpoints.org.uk](mailto:annie@counterpoints.org.uk) by email with 'Trustee Treasurer Application' as the subject, by Sunday 28th April 2024:

- An up-to-date, comprehensive CV
- Covering letter (max one page) outlining how you meet the role and person specification criteria
- A completed Equality Diversity Form. Please download, complete and attach to your application from:  
[https://docs.google.com/file/d/13RwAO3Yrvk5aEPkEGbRyg\\_mdltFRSuu-/edit?usp=doclist\\_api&filetype=mword](https://docs.google.com/file/d/13RwAO3Yrvk5aEPkEGbRyg_mdltFRSuu-/edit?usp=doclist_api&filetype=mword)

We encourage applicants to apply even if you don't feel like you meet every criteria, and please contact [annie@counterpoints.org.uk](mailto:annie@counterpoints.org.uk) if you have any questions about the role.

We will review all applications by 5<sup>th</sup> May and then carry out interviews week commencing 6<sup>th</sup> May and we aim to recruit for this position by mid to end of May 2024.