

VACANCY: Treasurer (Trustee)

The Old Operating Theatre Museum and Herb Garret is a unique and evocative place offering special insights into the history of medicine, surgery and women's health.

Through its physical spaces and its collections, the museum offers exciting opportunities to explore medicine, health and well-being. It is one of London's best loved small museums and is looking to develop further over the coming years.

The Lord Brock Trust (LBT) which runs the Museum is a Charitable Incorporated Organisation (CIO) set up in 2012. This superseded the Lord Brock Memorial Trust which had been managing the Old Operating Theatre Museum & Herb Garret (OOT) since its establishment in 1962 by Lord Russell Brock.

The LBT has up to twelve Trustees who usually meet five times a year, with meetings now held alternately in person at the Museum or virtually online. The LBT currently has a vacancy for Treasurer and would like to recruit a new Board member with specific skills and lived experiences to help the Museum develop and achieve its strategic and financial aims.

In the last few years, the Old Operating Theatre has successfully navigated the pandemic, become an important heritage organisation in London Bridge, and extended its outreach and community engagement work. In 2022 the Museum obtained grant funding both to celebrate its bicentenary and the urgently needed project to replace the operating theatre skylight.

The Museum is now developing an ambitious new strategic plan and embarking on a major reinterpretation project 'Old Op Reimagined'. This is all within the context of a genuine commitment to equality, diversity and inclusion.

This is an exciting time to join the Board and help the Director and her committed team realise the Museum's ambitions.

Carol Seigel, Chair of Trustees

About the Old Operating Theatre Museum & Herb Garret

The Old Operating Theatre Museum & Herb Garret is a registered charity and one of London's most distinctive heritage sites. It is housed in the roof space of the early 18th-century church of St Thomas, next to London Bridge, and holds the oldest surviving operating theatre in Britain. The building is listed Grade II*.

The garret was first used by the apothecary of St Thomas' Hospital to store and cure medicinal herbs. In 1822 part of it became a purpose-built operating theatre for the hospital's female patients, in the era before anaesthetics and antiseptic surgery. When the hospital moved to Lambeth in 1862 the theatre was sealed and forgotten. It was rediscovered in 1957 and opened as a museum on 27 October 1962.

Today the museum welcomes visitors, schools and researchers from across the world. It tells the story of surgery, medicine and herbal remedies through the original theatre,

the herb garret and a collection of medical and apothecary objects, supported by talks, tours and events. It raises income from admission and shop sales, supplemented by grants, sponsorship and donations. There are 11 part-time members of staff and 20 volunteers. The Museum is fully accredited by Arts Council England.

In Year End 2026, the museum exceeded its expected visitor numbers and shop sales and as a result enjoyed an increased income compared to the previous year, generating a surplus.

Where we are going

The museum is a small, independent charity with a loyal audience, a strong reputation and a clear sense of purpose. Its focus over the coming years is to make the most of an exceptional site while building a more resilient financial base

Our priorities are to:

- Protect and care for the historic building and collection for future generations
- Grow and broaden our audiences, on site and online, including learning and community programmes.
- Diversify income across admissions, retail, events, trusts and foundations, and individual giving
- Build reserves and long-term financial resilience
- Strengthen governance so the Board can support the museum's next stage of development
- The Treasurer will play a central part in delivering these priorities.

This is an important time for the Museum as it develops its plans for the future and continues to grow its work in heritage, education, public engagement and the history of medicine.

The Treasurer will lead the Board's oversight of the charity's finances, working closely with the Chair, fellow Trustees and the Museum's Finance Manager. The role will help ensure that the Museum remains financially sound, meets its legal and accounting responsibilities, and has the information it needs to make well-informed decisions.

We are looking for a financially qualified professional who shares our enthusiasm for the Museum and wants to use their experience to help a much-loved independent museum thrive.

The role

The Treasurer is a Trustee with particular responsibility for supporting the Board's oversight of the Museum's financial affairs. Working closely with the Finance Manager, the Treasurer will work on:

Financial oversight and reporting

- Oversee the charity's financial affairs and ensure appropriate books and records are maintained.
- Support the review of regular management accounts and ensure clear and timely financial reporting to the Board.
- Monitor income and expenditure against budget and identify financial risks at an early stage.

Budgeting and planning

- Support the Director and Finance Manager in preparing the annual budget and present it to the Board for approval.
- Contribute to medium-term financial planning, cash flow forecasting and scenario planning.

Annual accounts and compliance

- Support the preparation of the annual report and accounts in accordance with the Charities SORP (FRS 102).
- Support the Museum in meeting its accounting, regulatory and other financial responsibilities.

Reserves, investment and risk

- Keep the reserves policy under review and advise on the appropriate placement of surplus funds.
- Oversee the proper treatment of restricted, designated and unrestricted funds.
- Contribute to the Board's risk register, including financial and insurance risks.

Controls and systems

- Ensure appropriate financial controls, authorisation limits and bank mandates are in place.
- Oversee payroll, VAT and Gift Aid compliance.
- Support the effective use of financial systems and reporting tools.

Governance and fundraising

- Chair the Board's Finance Committee and advise the Board on the financial implications of strategic and operational decisions.
- Support funding applications by providing budgets and financial information where required.
- Act as a signatory and fulfil the general duties and responsibilities of a charity Trustee.

Person specification

We are looking for someone with strong financial expertise who can bring sound judgement, constructive challenge and a clear understanding of the responsibilities of a charity Trustee.

Essential

Qualifications and experience

- A professional accountancy qualification such as ACA, ACCA, CIMA or CIPFA, or substantial equivalent finance experience.
- Senior-level finance experience, including budgeting, management reporting and year-end accounts.

Technical knowledge

- A good understanding of financial controls and fund accounting.
- An understanding of the legal duties and responsibilities of a charity Trustee.
- Confidence working with cloud-based accounting software and spreadsheets.

Skills and approach

- The ability to explain financial information clearly to non-specialists.
- Sound, independent judgement and integrity.
- A collaborative approach, with the confidence to support and constructively challenge staff and fellow Trustees.
- A commitment to the Museum's purpose and values.
- The ability to communicate financial information clearly to staff, Trustees and other stakeholders with varying levels of financial expertise.
- A willingness to commit the time required by the role, particularly around year-end.

Desirable

- Experience of finance within the charity, museum, arts or heritage sector.
- Working knowledge of the Charities SORP (FRS 102), independent examination, VAT and Gift Aid.
- Previous Trustee or Board experience.
- Experience using Xero.
- Charity finance training or membership of the Charity Finance Group.
- Experience of reserves and investment policy, fundraising or funder reporting.

Time commitment

Status: Voluntary and unpaid. Reasonable out-of-pocket expenses will be reimbursed.

Term: Three years, renewable twice in line with the governing document, for a maximum of nine years.

Meetings: Five Board meetings each year, plus five Finance Committee meetings, normally held ahead of each Board meeting.

Wider involvement: Beyond scheduled meetings, the Treasurer may occasionally be asked to meet with Museum staff, advisers or funders, and to support the Museum's wider work where their expertise can contribute.

Location: London Bridge, with every other Board meeting held online.

Financial year: 1 April to 31 March.

Our commitment to diversity and inclusion

We believe an effective Board should reflect the communities a museum serves.

A Board made up of people with different backgrounds, perspectives and lived experiences is better placed to make thoughtful decisions, understand the Museum's impact and support its future.

We particularly welcome applications from people whose backgrounds and perspectives are currently underrepresented on Trustee Boards across the sector, including people from minoritised ethnic backgrounds, women, younger people, disabled people and LGBTQ+ people.

We value the different experiences, perspectives and insights that you can bring to the Board.

Previous Trustee or Board experience is not essential. We are committed to supporting new Trustees through a thorough induction, mentoring and ongoing training so that you can contribute with confidence.

How to apply

We welcome informal conversations with potential candidates. To arrange a conversation about the role, please contact Carol Seigel, Chair of the Board, at **chair@oldoperatingtheatre.com**.

The closing date for applications is **10pm on Sunday 22 November 2026**.

To apply, please email **chair@oldoperatingtheatre.com** with:

- Your CV
- Contact details for two referees
- A covering letter explaining why you would like to become a Trustee of the Lord Brock Trust and how your skills and experience are suited to the role of Treasurer.

Shortlisted candidates will be invited to visit the Museum, meet the Director and Finance Manager, and find out more about the role and the organisation.

Interviews will take place on **Wednesday 2 December and Thursday 3 December 2026**, led by the Chair, two current Trustees and the Finance Manager.

Appointments will be subject to satisfactory references, which will only be taken up if a candidate is invited to become a Trustee.

Successful candidates will be approved by the Board in **February 2027** and will take up their role at the **April 2027 Board meeting**.

Before formal appointment, candidates will need to confirm that they are eligible to act as a charity Trustee. This includes confirming that they:

- Are not disqualified from acting as a charity Trustee or company director, and have not been removed from serving as a charity Trustee or prevented from holding a management position within a charity.
- Have not been convicted of an offence involving deception or dishonesty, including any conviction legally regarded as spent, and have not been involved in tax fraud.
- Are not an undischarged bankrupt and have not made an arrangement with creditors from which they have not been discharged.