

Candidate Brief for the Position of
Finance Trustee

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1. OVERVIEW

What We Do

St Albans Museums and Galleries Trust is a registered charity (no.1051868) whose object is “the advancement of the education of the public by the development promotion assistance and improvement of museums historic buildings and archaeological sites in and around the District of St Albans”.

The Trust mainly supports and promotes St Albans City and District Council’s Museums Service. As a registered charity the Trust assists with fundraising in particular: it has helped raise over £1.6 million towards the new St Albans Museum and Gallery.

The Trust has no employees and therefore the trustees, collectively and individually, are responsible for its management and oversight. Currently there are 6 trustees supported by a volunteer Trust Administrator. Full Trust meeting are usually held four times a year although additional meetings may occasionally need to be held at short notice.

Founded in 1995, the St Albans Museums and Galleries Trust is a registered charity and a key partner of the St Albans Museums Service. Its work includes supporting the museums and galleries of St. Albans by utilising members’ interest and experience, raising funds and promoting the benefits of the city’s rich heritage, arts and culture.

Our two primary roles are:

1. **Fundraising** – *The Trust supports the museums and galleries of St. Albans by utilising members’ interest and experience, raising funds, and promoting the benefits of the city’s rich heritage.*
2. **Heritage Development** – *The Trust is committed to supporting the development of our community’s museums and galleries and promoting the benefits of the city’s rich heritage, arts and culture, meeting the needs of all across the city.*

Our Purpose:

We believe that the museums, galleries, historic buildings and archaeological sites (“museums and galleries”) of St Albans and District bring great benefit to the community. They inspire, they bring learning, they can help us change and develop, they draw visitors to the area, and they are community centres.

The St Albans Museums and Galleries Trust exists to support the development and improvement of the community’s museums and galleries. This is done through assisting with fundraising, allocation of grants, support to collaborative funding bids, with promotion, through assistance with strategy, and through our proud championing of them as a cause for support.

Equality and Diversity

The Trust is an equal opportunities organisation and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, religion or belief.

2. ROLE DESCRIPTION

JOB TITLE:	FINANCE TRUSTEE
LOCATION:	ST ALBANS, HERTFORDSHIRE
RELATIONSHIPS:	BOARD OF TRUSTEES

Due to the way the Trust was set up in 1995 the Honorary Treasurer is the Council's Head of Finance and as such a member of their accounts team assists us with book keeping and writing cheques. They are also responsible, with our guidance, for submitting Gift Aid claims to HMRC and our annual return to the Charity Commission.

The Trust is currently reviewing its strategy going forward and this may evolve over time. This is an unpaid volunteer role. The current Finance Trustee estimates she does around a day per month plus an extra 2 days per quarterly Trust meeting.

As a Trustee you will be expected to:

- Ensure the charity is carrying out its object for the public benefit
- Comply with the charity's governing Trust Deed and the law
- Act in the charity's best interests at all times
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable
- Attend the quarterly Trust and other meetings
- Deal promptly and efficiently with emails relating to Trust business
- Attend exhibition preview evenings along with our supporters and donors and participate in other forms of donor, and potential donor, stewardship
- Be an ambassador and advocate for the Trust.

In addition the Finance Trustee does the following:

- Prepare monthly income statement, including analysing bank statements
- Prepare monthly summary of donation box income and contactless payments received
- Prepare running totals statement (income & expenditure) each quarter based on St Albans Council's statement of receipts and payments
- Advise on level of repayments to the Council for the St Albans Museum + Gallery project every 3 months
- Advise on financial reserve level required to ensure financial sustainability of the Trust at year end and amend the Trust's Reserves Policy accordingly
- Advise on funds available for the Trust to carry out its charitable purpose, such as supporting exhibitions
- Manage the audit process, assist with audit questions, and check financial statements produced by auditors
- Liaise with banks on issues such as security, changes in regulations and account signatories
- Report back to other trustees on financial situation
- General financial advice

- Advise on financial strategy
- Ensure the Trust does not overspend
- Authorise cheque requests as necessary.

The Finance Trustee has online read only access to the Trust's bank accounts. Currently we do not have accounts that allow for bank transfers. All movement out of the accounts is by cheque with the exception of an investment account which only allows transfer of funds to one of our current accounts. This is an area that could be changed in the future providing sufficient controls are in place.

The Finance Trustee is expected to demonstrate:

- A passion and commitment to the charity and its aims
- Demonstrably numerate
- A basic understanding of accounting, preferably holding an accounting or finance qualification, and knowledge of charity accounts
- Good computer literacy – Excel in particular but also e-mail and MS Word Willingness and ability to devote the necessary time and effort to conduct the role well and to be able to commit to this role for a term of at least four years
- Good communication skills – both verbal and written
- Good interpersonal and networking skills
- Tact, diplomacy and integrity.
- Previous experience as a trustee or committee member would be advantageous but not necessary.

NB. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and with consultation can be amended in the light of the changing needs of the organisation.