

Job Description: Interim Treasurer Trustee Photographic Collections Network

Remuneration: This is a voluntary, unremunerated role. Reasonable travel expenses to all in person meetings are covered.

Term: Interim 1 year

Time commitment: Four board meetings per year, typically online.

Reporting to: Chair & Board of Trustees

Charitable Purpose: The Photographic Collections Network (PCN) works with existing photographic collections, advocating for and raising their profile nationally. PCN, as a subject specialist network, provides support for anyone who owns or works with photographic collections or has an interest in them. This is predominantly cultural heritage practitioners, photographic researchers and practitioners, students and commercial collection holders. PCN supports these groups by sharing knowledge, resources, and tools to care for collections. It creates and fosters networks for those interested in the collections in order to unlock their potential, share and celebrate them with their respective audiences. PCN aims to ensure that the value of photographic collections is acknowledged and maximised for the public benefit, in order that people can understand their own heritage and that of others.

Job Description:

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the charity fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Previous experience as a Trustee is not essential and we are committed to investing in training and support for candidates at the start of their trustee journey or have additional needs we can support to ensure they can contribute fully. We value diversity and inclusion and the benefits this brings. We aim to appoint the most suitable candidate at all times and welcome applications from people from all different backgrounds.

Objectives

The Treasurer will oversee the financial matters of the Photographic Collections Network in line with good practice and in accordance with the governing document and legal requirements, and report to the Board of Trustees at regular intervals about the financial health of the organisation. The Treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

Principal responsibilities of the Treasurer:

- Overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees after discussion with the Director of Finance and Resources.
- Being assured that the financial resources of the organisation meet its present and future needs and are within the charity's objects.
- Being instrumental in the development and implementation of appropriate financial, reserves policy and investment policies.
- Prepare and submit annual accounts to the Charity Commission along with the Trustee Report each year.

Person Specification

Candidates should have:

- An accountancy qualification or an equivalent level of experience and expertise in accountancy and charity finance and reporting.
- Analytical and evaluation skills, demonstrating good judgement.
- Experience in risk management.
- Charity experience either through an executive or previous Trustee role. Ideally with focus on Governance and Financial management.
- Knowledge of fundraising in the context of trusts and foundations (if relevant).
- Understanding of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills, including the ability to explain financial information to all trustees, including those without financial or managerial experience.
- Experience of building relationships with senior stakeholders.

Specific Treasurer responsibilities:

- Liaise with relevant staff, advisory board and Board members to ensure the financial viability of the organisation.
- Regularly support the reporting of the financial position at Board meetings.
- Oversee the production of regular forecasts, an annual budget and a long-term financial plan.
- Oversee the production of annual statutory accounts and review with the auditors.
- Provide advice to the Chair on sign-off of annual report and accounts.
- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Appraise the financial viability of projects, plans, proposals and other initiatives which may have a financial or corporate structure implication as needed.
- Ensure that effective Risk Management practices are embedded.

Additional info, General Trustee responsibilities:

The Treasurer will work with the Interim Chair and with other trustees to hold the Charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

In addition to the above statutory duties, each trustee uses any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This involves scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

- We are seeking Trustees to be active and engaged in our work
- Keep informed about the activities of the charity and wider issues which affect its work. Work with fellow Trustees in a collaborative way, using feedback to enhance Board effectiveness and performance and agreeing individual objectives with the Chair to shape personal contribution
- Ensure that the voices of all communities we represent, are listened to, are part of and involved in the decision-making process, with a particular focus on photographic communities who have historically been excluded.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

General Trustee Specification:

Individuals are sought who have a strong empathy with the PCNs mission and ambitions.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the Charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the Charity.

Experience and Commitment:

- Strategic vision, sound and independent judgement.
- Ability to communicate persuasively and a willingness to speak their mind.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- Understanding and commitment to equality, diversity and inclusion with the ability to bring diverse perspectives to the Board.
- A proven track record of sound judgement and effective decision making.
- A history of impartiality, fairness and the ability to respect confidences.

Knowledge, skills and understanding:

- Commitment to the Charity and a willingness to devote the necessary time and effort.
- Understanding of the charity's work, impact and users.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.
- Good, independent judgement and strategic vision.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An understanding of the respective roles of the Chair, Trustees and Chief Executive.