



Manchester Street Poem

Treasurer role and recruitment

Who we are

Manchester Street Poem (MSP) is an arts collective that tells stories, particularly stories around homelessness and its associated issues. We concentrate our efforts in Greater Manchester, our home, but are open to collaborations and projects nationally and internationally. For our audiences we hope to challenge perceptions around homelessness and its associated issues and create powerful, transformative moments generated by our artworks. For our participants we hope to catalyse personal growth and confidence, to create opportunities for self-expression and to make spaces to develop positive connections. Everything we do is filtered through our values, which are: **kindness, collaboration, creativity** and **inclusivity**. www.mcrstreetpoem.com

Who we're looking for?

We are looking for a Treasurer willing to bring energy, enthusiasm and commitment to the role, and someone who will broaden the diversity of thinking on our Board.

MSP is committed to supporting applications from individuals currently underrepresented within the arts – including people with lived experience of homelessness, as well as individuals identifying as part of the global majority and disabled community.

What you'll need to do as a Trustee

- Support and provide advice on MSP's purpose, vision, goals and activities;
- Approve operational strategies and policies and monitor and evaluate their implementation;
- Ensure the effective and efficient administration of the charity and that it complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations;
- Ensure that key risks are being identified, monitored and controlled effectively;
- Ensure the financial stability of the charity and the proper use of its funds;
- Contribute to regular reviews of MSP's own governance;
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect MSP's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of MSP's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of MSP's financial affairs. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation. Specific responsibilities include:

- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees;
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place;

- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management;
- Monitoring and advising on the financial viability of the charity;
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process;
- Ensuring that the accounts are prepared and disclosed in the form required by relevant statutory bodies, for example, the Charity Commission or funders;
- Keeping the board informed about its financial duties and responsibilities;
- Making a formal presentation of the accounts at the Annual General Meeting (AGM) and drawing attention to important points in a coherent and easily understandable way.

Who you are

- A finance professional e.g. chartered accountant / financial qualifications and experience. A knowledge of charity finance is an advantage;
- A strategic thinker with an ability to balance risk and opportunity and play an active role in areas such as forecasting and setting budgets;
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.

What you need to commit to

- Attending six Board meetings annually. Currently, meetings are held either remotely on Zoom or at MSP's studio at Islington Mill in Salford. Meetings last roughly 1.5 hrs. There is an expectation to attend at least four of the six meetings each year and those who fail to attend three consecutive meetings without approval of the Board will be deemed to have vacated their position;
- As a small charity, there will be times when Trustees need to be actively involved beyond Board meetings. This may involve reviewing board papers, attending away days or participating in training. Additional meetings for some, or all, of the Board might also be added to deal with specific aspects of the charity's management e.g. working groups, task and finish groups, project delivery etc.
- To respond promptly to email and telephone communication from the Chair and other Trustees.

This is a voluntary position, but reasonable expenses will be reimbursed.

Next steps

To express your interest in the role please email MSP Project Manager – Simon Leroux – and in no more than 500 words introduce yourself and share why you would like the role of MSP's Treasurer, what you would hope to gain from joining the Board and what you hope to offer.

Please email simon@mcrstreetpoem.com and use the subject line **MSP Treasurer Recruitment**.