

LOVE THE ARTS?

Become a LEAN Trustee!

We are looking for a new Treasurer.

Lewisham Education Arts Network (LEAN) champions arts education in Lewisham through empowering artist educators, those that work with them and strategic partners to foster high quality creative opportunities for children and young people.

LEAN is looking for a new Treasurer to join our board with expertise in the fields of finance and business. You should have at least 3 years' experience working in finance with appropriate qualifications such as chartered ACCA, CIMA, AAT, or equivalent.

In your role as LEAN Treasurer, you will;

- Maintain an overview of the organisation's financial affairs, ensuring its financial viability
- Ensure that proper financial records and procedures are maintained including overseeing, approving and presenting budgets, accounts and financial statements to the Board.
- Work with the LEAN Director and other paid staff who are responsible for the day to day running of the organisation and its financial processes, budgets and accounts.

You do not have to be working in the arts to be a LEAN Trustee, an enthusiasm for and commitment to arts in education is far more important!

The LEAN Board meets 5 times a year in the early evening in person or by Zoom, with an additional annual awayday for staff and Trustees. The Treasurer also attends the Finance, Business Support and Legal sub-committee which has responsibility for personnel and financial management, organisation, policies & procedures, legal and governance and some HR matters.

Why Join LEAN?

As a LEAN trustee you'll be able to use your skills and knowledge to make a difference to the lives, experiences and education of children and young people. Becoming a trustee is the ideal way to enhance your personal and professional development.

What Next?

To find out more, contact our Chair, Veronica Jobbins, v.c.jobbins@gmail.com

I have been honoured to be part of an organisation so committed to the advocacy and development of the arts in education for the advancement of children and young people. LEAN is a respected voice within the arts in Lewisham, and continues to be a leading force in the debate for and promotion of creativity in education, within and beyond the borough."

- Sasha Leacock, Ex-Chair of LEAN

Lewisham Education Arts Network (LEAN)

Treasurer /Role and responsibilities

The overall role of a treasurer is to maintain an overview of the Charity's financial affairs, advising the Board of Trustees about its financial viability and overseeing procedures which will ensure that financial resource meet present and future needs. This includes working with the executive of the organisation to ensure that proper financial records and procedures are maintained.

Duties of the treasurer

- Chairing the Finance, Business Support and Legal sub-committee which has responsibility for personnel and financial management, organisation, policies & procedures, legal and governance and some HR matters.
- Supporting staff, and providing advice to the Board of Trustees about its financial duties and responsibilities. This includes:
 - Overseeing financial controls, ensuring that appropriate accounting procedures are in place, and that the Charity is legally compliant.
 - Overseeing, approving and presenting clear budgets, accounts, financial reports and financial statements, including at Board Meetings and the Annual General Meeting.
 - Ensuring that annual accounts are prepared and disclosed in the form required by relevant statutory bodies, e.g. the Charity Commission and/or the registrar of companies.
 - Supporting the external scrutiny of annual accounts via independent examination or audit, advising on the implementation of any recommendations.
 - Advising on the financial implications of the Charity's strategic plans, including by contributing to fundraising and development objectives.
 - Advising on the reserves policy of the Charity, so that the Board can ensure that appropriate procedures are in place.
 - Advising on the Charity's investment activity, ensuring that appropriate policy and procedures are in place, and that investments are not in conflict with the aims and objects of the charity, or with their legal responsibilities.
 - Overseeing arrangements for insuring and maintaining equipment and assets.
 - Advising staff and Trustees about other financial matters as required.
 - Sitting on appraisal, recruitment and disciplinary panels as required.

Treasurer person specification

- Ability to contribute up to 10 days per year to the Charity, including attendance at 5 Board Meetings, 5 Finance, Business, and Legal Sub-Committee meetings, a Board Awayday and providing occasional ad hoc support.
- Strong financial experience and qualifications, with possible expertise in charity finance, fundraising, and pension schemes.
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the aims and charitable objects of the Charity, with the ability to apply an appropriate financial lens to strategic planning and decision-making.
- Willingness to be transparent and collaborative, with an ability to apply judgement to complex situations, and to navigate difficult conversations.