

Charity Treasurer (Trustee)

Kingsgate Workshops seeks applications to join its Board of Trustees as the Charities Treasurer.

Job Description

Trustees are unpaid volunteers for the charity (registration number 1082112) who are responsible for making sure the charity does what it was set up to do and who oversee its management.

Trustees provide support, advice, and guidance to the management team of this Kilburn-based studio provider and exhibition project space.

There is no obligation for you to have previously served on a board before becoming a Trustee at KWT. We are currently looking to recruit a trustee with financial experience to become the board's treasurer.

They will be responsible for working with the Director to present and explain KWT's state of finances to Trustees, to identify risks and recommend how to mitigate against them. Your background is likely to be as an accountant, finance manager or similar. The charity's turnover is under £0.5m.

Job Requirements

The Trustee with finance experience will be the charity's Treasurer. S/he will be responsible for working with the Director to present and explain KWT's state of finances to Trustees, to identify risks and recommend how to mitigate against them. Your background is likely to be as an accountant, finance manager or similar. The charity's turnover is under £0.5m.

All Trustees are expected to provide strategic and governance oversight of KWT by working with the other members of the Board to support the Director of KWT to ensure good governance and help plan and fulfil the strategic aims of the charity as well as:

- Supporting and advising the Executive team in your areas of expertise
- Being collectively responsible for the governance of the charity with the other board members, ensuring that KWT acts in accordance with its governing documents and applicable legislation
- Ensuring that KWT uses its resources exclusively to further its charitable objects
- Exercising control over the financial affairs of KWT and protecting its assets, ensuring that the charity is financially sustainable
- Carrying out your duties and making decisions at all times in the best interests of KWT
- Attending and contributing to Board Meetings
- Acting as an ambassador for KWT.

Job Responsibilities

From 2024, the Board of Trustees will meet 5 times a year. Board meetings take place on a weekday evening between 6.30-8.30pm, in person at the charity's premises in London NW6.

Additionally, the Board holds an annual Awayday to focus on strategic matters and hosts bi-annual Q&A sessions with the studio-holders.

The appointment will commence in the New Year for a three-year term, in the first instance.

For more information on the roles and responsibilities of a trustee please refer to the Charity Commission guidance <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do> - [here](#). KWT would welcome applications from any member of the community. Addressing the age profile and diversity of the Board is a priority, and we would particularly encourage applications from younger people with experience in the art world.

