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Role Description

Treasurer



About the Role

Kent Music is a charitable company with a Board of 12 elected trustees and two trustees nominated by Kent County Council. The trustees are recruited to support the aims of the charity, bringing their expertise and experience to help achieve the charity's objectives. Trustees are non-executive roles. The day-to-day management of the charity is delegated to the chief executive and senior leadership team. Trustees are legally responsible for the smooth running of the charity and the Board uses the [Charity Governance Code](#) as the framework within which it works.

The Board of Kent Music currently has four vacancies, and we are looking to recruit a trustee with financial qualifications or relevant experience to be our next treasurer.

The treasurer will support the chief executive and accountant. They will chair the executive committee which scrutinises financial information, particularly budgets, management accounts and final accounts.

The treasurer will chair the audit committee once a year when draft audited accounts are presented by the external auditor.

We are keen that some of the new intake of trustees either live in Medway and/or are actively involved in music or community activities within Medway to help us establish contacts and partnerships in our expanded hub area.

Role Responsibilities:

1. Bring expertise to the charity that will help it develop a forward-looking music education strategy.
2. Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.

3. Ensure that Kent Music applies its resources exclusively in pursuance of its objects.
4. Contribute actively to the board of trustees to help give strategic direction to Kent Music, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
5. Attend four board meetings per year and undertake the necessary preparation to be able to fully participate in board meeting discussions.
6. Advocate for and on behalf of Kent Music with stakeholders within Kent, and further afield.
7. Safeguard and promote the well-being and welfare of Kent Music’s beneficiaries.
8. Apply appropriate scrutiny to budgets and accounts to ensure the financial stability of Kent Music.

Person Specification:

***The attributes written in bold will be used as assessment criteria for shortlisting. When completing your application please explain in full how you meet the assessment criteria and any other attributes shown in the table below.**

	Essential	Desirable
Qualifications and training		
Training and/or expertise in charity governance		✓
Musical training and/or experience of working in the music industry		✓
*Professional accountancy qualifications, experience, and/or training.	✓	
Member of a professional body		✓
Knowledge, skills, and experience		
Expertise and experience in an area that will assist the charity in its work. (Specifics can be found in ‘about the role’)	✓	
Previous experience as a charity trustee and/or board member		✓

*Experience in developing long term strategies and ability to think strategically	✓	
Ability to analyse complex information to assess a situation or formulate a strategy	✓	
*Ability to communicate effectively with a range of stakeholders	✓	
Ability to think creatively and demonstrate openness to new ideas.	✓	
*Willingness to enter into debate and challenge ideas.	✓	
Kent Music attributes		
Knowledge and experience of safeguarding and GDPR processes (training will be provided if necessary)		✓
Commitment to equality, diversity & inclusion, and youth voice	✓	
Experience of working in the arts and/or charity sector		✓

Recruitment Process

Trustees are elected to the Board by the trustees. The chair, one other trustee and the chief executive will form a selection committee and meet interested candidates before making recommendations to the Board. The Board will consider these recommendations at its meeting in July and elect trustees to start their term of office at the meeting on 11 October.

The deadline to submit an application for the Treasurer role is 5pm on Monday 10th June.

Interviews will be held on the 18th June.

For further information on the Trustee role please refer to the Information about becoming a Trustee document.