



London, 13 June 2020

# MILKandLEAD Art Gallery

## Charity Trustee Treasurer

The Treasurer is a Trustee of MILKandLEAD Art Gallery, Charity Registered in England N° 1167857 – please check our [website](#) or contact [info@milkandlead.com](mailto:info@milkandlead.com).

MILKandLEAD Art Gallery operates throughout London. The charity is deeply committed to ensuring a broad spectrum of people enjoys art. Our objectives are the advancement of education in the arts, and the promotion of artistic and cultural events for the benefit of the public.

The ideal candidate would be someone who has a background in financial management, knows how charities operate and have some knowledge of art gallery challenges, although much of this can be gained by involvement in the charity.

The board of trustees meet about every two months. Trustees have to attend a minimum of four out of the six meetings a year. Along with other trustees, you will contribute to the overall management of the charity.

The role of the Treasurer is to assist the Board of Trustees to:

### Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within an accepted accounting practice
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits

### Specifically

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year
- Appraising the financial viability of plans, proposals and feasibility studies



## **Qualities**

- Knowledge and experience of current and fundraising finance practise relevant to voluntary and community organisations
- Knowledge of bookkeeping and financial management (as necessary)
- Good financial analysis skills
- Ability to communicate clearly

## **What do you get**

- Excellent training
- Highly recognition in art and culture development
- Free entrance to all events
- Campaign first hand for innovative and cutting-edge art

## **How to become MILKandLEAD Trustee**

- Send an email to [recruitment@milkandlead.com](mailto:recruitment@milkandlead.com) including a letter of motivation and a summary of your experience
- If selected, you will be invited to meet with board members for a short interview
- The successful candidate will take part to the induction
- You will be formally appointed after a trial period

## **Meetings Commitments**

- To attend the Board of Trustees Meetings
- To attend the Annual Board Assessment and Review

Application Deadline

Open

Interviews



T.B.D.

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MILKandLEAD  
Board of Trustees

[www.milkandlead.com](http://www.milkandlead.com)

