

Non-Executive Director Recruitment Pack (Finance Lead)





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For an informal discussion, please contact:

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Closing date: Friday 27 September

Interviews: Week commencing Monday 14 October

Introduction

We are a visual arts organisation based in Gipton, East Leeds, founded in 2017. We have been registered as a Community Interest Company (no.11746322) since January 2019 which means we're celebrating our fifth birthday this year. Over that time we've grown quickly and begun to cement our place as a key organisation embedded in the communities of East Leeds and a part of the city's wider visual arts offer. The organisation is led by Executive Directors Kerry Harker (Founder and Artistic Director) and Claire Irving (Communities Director) supported by a Board of Non-Executive Directors with lived experience of life in East Leeds and/or the arts sector.

Find out more about our team visit our website www.eastleedsproject.org



Our work happens through developing long-term, meaningful partnerships with other arts organisations including Space2, The Old Fire Station and Chapel FM alongside community anchors and networks in East Leeds, and cross-sector partnerships, particularly in health and care.

Our key funder is Leeds City Council through the Leeds Cultural Investment Programme, with core funding secured for 2024-25 and 2025-26. We also receive project funding from multiple sources including Arts Council

England, Leeds Community Foundation and other trusts and foundations. Income has grown year on year since 2019 to its current level of around £100,000. We have recently appointed Iota (Leeds) as our accountants.

In creative terms, we work with art as a social action, aiming to bring about real-world instances of progressive justice, community building and transformation, following a definition by artist and activist Gregory Sholette.

There are three major strands to our current programme:

- Securing a space where we can develop an open access makerspace for East Leeds and associated programme of workshops and events, the very first space of its kind anywhere in the east of the city. We continue to pilot these activities from our base at Farnville Leisure Centre in Gipton**
- Our growing relationship with Nowell Mount Community Centre, where we deliver a weekly art group and annual Healthy Holidays provision, supported by an innovative partnership with the local Bellbrooke GP Surgery in Harehills**
- Moon Palace: an artwork and mobile observatory by artists Heather Peak and Ivan Morison, our major co-production with LEEDS 2023 Year of Culture. The project continues to tour within Leeds and we are developing partnerships beyond the city to tour further afield from late 2024**

We are also developing a film production arm, ELP Films, led by our Communications Director, Paul Harker.

Finance Non-Executive Director: Job Description

We are seeking a Board Member with significant professional experience in not-for-profit sector finances to join our Board.

The successful candidate will form the Finance Lead at Board level, a critical role for the organisation. The Finance Lead will bring their background in financial management to bear on our work, interrogating the current status of the organisation and offering guidance and advice to the Executive and other Board members to help shape its strategic direction. The Finance Lead will ensure that effective and appropriate financial measures, controls and procedures are in place and will report to the Board at regular intervals about the financial health of the organisation.



Duties of Financial Non-Exec Director

- Scrutinise and present budgets, internal management accounts and annual financial statements to the Board
- Make fellow Directors aware of their financial obligations and take a lead in interpreting financial data for them
- Liaise with and challenge where appropriate the Executive Directors in relation to the financial activities of the organisation
- Lead in the development and implementation of financial reserves and cost-management policies
- Chair the Finance Committee in line with its terms of reference, and report back to the Board
- Take a lead in appraising the financial implications of plans and proposals
- Monitor and advise on the financial viability of the organisation
- Ensure proper records are kept and that effective financial procedures and controls are in place
- Act as a counter signatory on important applications to funders

Time Commitment and Terms of Office

The full Board meets quarterly, typically for two hours with the exception of an annual facilitated Away Day for broader strategic planning. In addition, the Finance Lead will Chair a new Finance Committee which will also meet quarterly in advance of each Board meeting. Non-Executive Directors usually serve a two-year term with the organisation.



Remuneration and Expenses

This post is voluntary but Non-Executive Directors may claim travel expenses to attend meetings if appropriate and where this contributes to the accessibility of this role.

Person Specification

We are looking for the following in candidates:

Experience and knowledge

- Understanding or experience of working in the not-for-profit environment
- Previous experience of being a Trustee or Non-Executive Director of an organisation
- Ideally, knowledge of or interest in the arts sector

Areas of knowledge or experience particularly relevant to the role of Finance Lead

- Relevant experience in financial management, preferably with a recognised accounting qualification
- Ability to communicate financial matters to non-financial colleagues so that all Directors are able to fully understand the organisation's finances, review options and make informed choices
- Ability to analyse proposals and examine their financial consequences

Skills and attributes

- Commitment to the importance of the arts and artists in sustaining communities and places
- Ability to work effectively as a member of a team that makes collective decisions
- Ability to challenge where appropriate and in a supportive way
- Willingness to devote the necessary time and effort to the job
- Ability to undertake analysis, discussion and decision making at a strategic level
- Sound, independent judgement
- Ability to think creatively
- A willingness to work in uncertain circumstances and be receptive to change
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Board membership

Equal Opportunities

We have an equal opportunities policy and welcome applications from all suitably qualified candidates, regardless of their race, gender, disability, religion/belief, sexual orientation or age. If you would like any additional information and to discuss any access needs and reasonable adjustments that might be required to enable you to apply, please contact Board Member, Laura Lulika on yonabout@outlook.com.

Please note that our current base at Fearnville Leisure Centre presents physical access barriers beyond our control. For example the building does not have an accessible toilet. We are open to moving Board meetings to alternative locations to make this role more accessible.

Other requirements

Any appointment will be subject to the receipt of two satisfactory references.

How to Apply

Please email a covering letter (maximum 2 sides of A4) setting out why you are interested in this role and relevant previous experience, along with a CV and the names and contact details for two referees, to kerry@eastleedsproject.org

We are also very happy to receive applications in alternative formats so please get in touch and let us know how you would prefer to provide yours.

Thank you for your interest in this role. We look forward to hearing from you!

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www.eastleedsproject.org
Company no: 11746322

