

STUDIO VOLTAIRE

Treasurer (Board of Trustees)

Dear Applicant

Thank you for your interest in the role of Treasurer (Board of Trustees).

We want to hear how you think you can best support us and contribute to the vital work that Studio Voltaire does.

To apply:

1. Please tell us about any experience, knowledge or skills you can bring to the role. Please also tell us why you want to be a Treasurer of Studio Voltaire and what excites you about the role. This should be no more than one page. You are welcome to also enclose a CV if relevant.
2. Please complete our Equality and Diversity Monitoring Form [here](#).
3. Send your application to recruitment@studiovoltaire.org with 'Treasurer Recruitment' as the subject line.

Some people may require some further support with making the application. We accept applications written on your behalf, and those presented in alternative formats including video, sound or non-digital.

You can also tell us about any barriers you feel you might experience which would affect your ability to fully participate as a Trustee.

Please contact us to discuss this further at info@studiovoltaire.org or by calling our office on 0207 622 1294. If you cannot type an entire message, then simply leave your name with a contact telephone number, and we will aim to respond in a timely manner.

Best wishes,

Joe Scotland
Director, Studio Voltaire

About Studio Voltaire

Studio Voltaire is one of the UK's leading not-for-profit arts organisations. Their pioneering public programmes of exhibitions, participation projects, live events and offsite commissions have gained an international reputation.

We have an outstanding track record of supporting artists at a pivotal stage in their careers, particularly with emerging and under-represented practices. Placing great emphasis on risk-taking and experimentation, our pioneering programmes have gained an international reputation.

The core strands of our artistic programme are:

- Studios & Residencies
- Exhibitions
- Participation, Learning & Offsite

Studio Voltaire's key artistic aims are to:

- Support artists, offering significant opportunities for emerging and under-represented practices. We recognise that artists require time, care, and resources to create ambitious work on their own terms.
- Commit to being more inclusive, creating opportunities for broader access and engagement. We strive for fairer representation across the organisation and its work.
- Seek to challenge hierarchies between exhibition making, commissioning and education. We work for parity between our programmes, establishing an experimental working model which allows programmes to dovetail and coalesce.
- Be a porous organisation and ensure audiences and partners have the agency to engage meaningfully with our spaces and programmes, whether as visitors, collaborators or participants.
- Be a site of production and an essential artist community and resource in South London. We offer a unique environment for risk-taking, experimentation, knowledge exchange and critical thinking for artists and audiences.

In 2021, Studio Voltaire completed a transformative £2.8 million capital project which created more artists' studios, a newly renovated exhibition space and new public spaces, including a dedicated learning and events space, public garden, café and the first-ever permanent House of Voltaire, our celebrated art and design shop.

We are looking to appoint a new Treasurer to join our Board of Trustees to provide an important overview and support on the charity's financial operations. As a member of the board, the individual will bring a commitment to our organisation's mission and values and complement the range of skills and experience of our Board.

What do Treasurers do?

The Treasurer is an essential member of our Board of Trustees. The Treasurer oversees the financial affairs of the organisation and ensures they are legal, constitutional and within accepted charitable accounting practice (SORP). Ensuring proper records are kept and that effective financial procedures are in place, the Treasurer will work closely with the Head of Finance and Operations to monitor and report on the financial health of the organisation.

Studio Voltaire has grown significantly in recent years following our major capital development project that has resulted in an increase in our annual turnover through additional earned income streams through additional and expanded earned income streams, and change the financial risk profile. The next 18 months are key to ensuring the organisation is prepared to manage the new financial change and will require the Treasurer to support tax advice, support senior staff in producing accurate long-term financial forecasts and advise on the transition to using a trading arm.

Responsibilities

General

- Support the Head of Finance and Operations on financial management queries as and when required.
- Keeping the board informed about its financial duties and responsibilities.
- Review the finance policy annually and advise on any changes required.
- Ensure proper records and effective financial procedures and controls are in place.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Being assured that the financial resources of the organisation meet its present and future needs.
- Ensuring that the organisation has an appropriate reserves policy.
- Advising on the financial implications of the organisation's strategic plan.
- Ensuring that the organisation has an appropriate investment policy.
- Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities.

Reporting

- Report the financial position at trustee meetings (balance sheet, cash flow, fundraising performance etc.).
- Support the Head of Finance and Operations in the preparation and presentation of financial reports to the board, ensuring that appropriate accounting procedures and controls are in place.

Accounts & Budgeting

- Oversee the production of an annual budget and propose its adoption at the last Meeting of the previous financial year. With the Head of Finance and Operations appointing and liaising with auditors/an independent examiner.
- Preparing and presenting budgets, accounts and financial statements in collaboration with senior staff.
- Ensuring that the accounts are audited in the manner prescribed by the Home Office regulations and any recommendations of the auditors implemented.
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.

What do Trustees do?

As a charity, we are required by law to be overseen by Board members who act as Trustees of the organisation.

Trustees support and help develop a charity's work, playing important and varied roles, including supporting Studio Voltaire's team, giving advice, acting as a critical friend, providing strategic leadership, and advocating for Studio Voltaire through the next stage of our development.

As a Trustee, you will help us to:

- Support emerging and underrepresented artists and practices
- Increase access and participation within contemporary art practice
- Encourage change within the arts sector to represent the cultural diversity of London and beyond

Being a Trustee can give you the opportunity to learn about the day-to-day workings of not-for-profit cultural institutions, gain access and a sense of more profound knowledge; Understand the wider creative sector from the inside; and make connections with other Trustees, staff and our stakeholders. You will also have the opportunity to give advice and strategic direction to the organisation's Director, senior management, and wider staff team.

Trustees often find the experience very rewarding and enriching.

Trustees have the ultimate responsibility for directing the affairs of Studio Voltaire and ensuring everything is above board as well as holding us to account for delivering our charitable outcomes. Being a Trustee is a position of responsibility, but you will be supported by the other Trustees, as well as the wider organisation, to make sure you understand all aspects of the role and can fully take part.

There are three official responsibilities of being a Trustee:

- Act in the charity's best interests. This is sometimes called Compliance.

Trustees must ensure that Studio Voltaire complies with charity law and the requirements of the Charity Commission.

- Act with a Duty of Care.

Trustees must ensure they keep up to date with what Studio Voltaire is doing. You will be encouraged to use your own knowledge or experience to ensure that the charity is well run and efficient. You will sometimes be asked to act as a representative of Studio Voltaire at meetings or events.

- You must act responsibly, reasonably and honestly. This is sometimes called the Duty of Prudence.

Trustees must ensure that Studio Voltaire is and will remain financially sound. In particular, this means ensuring charitable funds and assets are used wisely, and only to further the purposes and interests of the charity. Also, to avoid undertaking activities that might place Studio Voltaire's property, funds or assets or reputation at undue risk.

As Studio Voltaire is also a company limited by guarantee, Board members also act as Directors of Studio Voltaire Ltd for the purposes of company law. A company limited by guarantee (CLG) is a type of corporation used primarily but not exclusively for not-

for-profit organisations that require legal personality. A company limited by guarantee does not usually have a share capital or shareholders but instead has members who act as guarantors of the company's liabilities: each member undertakes to contribute a typically very small amount (not exceeding £1) as specified in Studio Voltaire's articles, in the event of insolvency or of the winding up of the company.

Other responsibilities

All Trustees should ensure that they are aware of their safeguarding responsibilities and take responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults.

You may also be required to appoint the Director and other senior staff through the Chair, as well as monitor the performance of the Director.

Some Trustees may directly or indirectly be involved with fundraising and income generation activities, such as supporting on funding applications, approaching donors/sponsors, or giving directly to the charity. This is not a requirement of being a Trustee.

Although extremely rare, Trustees can be personally liable to the charity if they cause a financial loss by acting improperly and/or a third party that has a legal claim against the charity which the charity cannot meet. Further information can be found [here](#).

Trustees serve terms of three years. The Board can renew individual membership at the end of a term, but Trustees can only serve a maximum of three terms.

You may also join Board sub-committees or working groups and might be required to report back to the rest of the Board on these discussions.

Further information about Trustees' roles and responsibilities can be found on the Charity Commission's website [here](#).

Meetings

Trustees need to attend four board meetings per year. Meetings typically take place on a weekday and start at 10 am, and can last up to two-and-a-half hours. You can choose to join meetings in person or via Zoom, we use a combination of both.

You do not need to attend if work or illness prevents you, but you must let the company secretary know in advance of the meeting.

Before each board meeting, a number of papers and financial reports are circulated via email, which needs to be read in advance of the meeting. Typically these can take 30 minutes to read. As the Treasurer oversees the production of financial reports, some time is required to support and advise senior staff members.

Occasionally, there are additional meetings and training sessions that Trustees are expected to attend. Trustees can often provide support and assistance outside of these meetings for various reasons, such as providing 1:1 advice or support to staff members or attending events to advocate for the organisation.

We want you to actively support and be involved in Studio Voltaire's work. Trustees are expected to attend occasional public and private events, e.g. exhibition previews, open studios, press launches, fundraising events and strategic planning sessions.

For the role of Treasurer, we are looking for people who:

- Have knowledge and experience of current and fundraising finance practices relevant to voluntary and community organisations.
- Have knowledge of bookkeeping and financial management.
- Good financial analysis skills.
- Have good communication skills and can challenge and question positively
- Have a strong commitment to Studio Voltaire, its values and ethos
- Are actively engaged with the creative sector and/or the different communities we work within
- Value difference and can empathise with viewpoints which might be different to your own
- Understand and accept the legal duties, responsibilities and liabilities of being a Trustee
- Work effectively and collaboratively as a member of a team
- Are willing and able to devote the necessary time and effort to the charity's development, including board meetings, events and sessions

You do not need to have any formal qualifications or have had previous experience as a Trustee. We are looking for people who are passionate about contemporary art and the role creativity can play in our lives. It is essential that our Board of Trustees reflects the voices, backgrounds and experiences of our stakeholders and the different communities we work with. We want to ensure that our Board better reflects a broader diversity of perspectives and experiences to sharpen our thinking and bring richness to our decision-making.

This means we actively welcome applications from people who identify as:

- Working class or those who experience financial precarity
- African, East Asian, South Asian, South East Asian, Middle Eastern, Latin American, Caribbean heritage and those belonging to groups who experience racism, including people of Romany, Irish Traveller, Central Asian and West Asian heritage
- Disabled, D/deaf, neurodiverse or experience long-term health conditions
- Being under the age of 28
- Lesbian, transgender, queer, bisexual, intersex or non-binary

Trustees must:

- Be at least 18 years old.
- Be appointed appropriately as outlined in Studio Voltaire's governing documents
- Not act as Trustee if you are disqualified under Charity Commission guidance. Further details can be found [here](#).

Paying Trustees

When you become a Trustee, you volunteer your services and usually won't receive payment for your work. This is currently the standard practice and in line with charity legislation.

We acknowledge that some people may not be in a position to give their time and services for free and that this expectation may act as a barrier to you becoming a Trustee. As an organisation striving for fairer equality, representation and access, we are very happy to consider how we can support people further, so they can fully participate in the role.

Trustees can receive expenses for out-of-pocket payments they have to make in order to carry out their duties. These can include, but are not limited to: accessibility costs; travel to and from meetings; telephone and broadband time for charity work;

and childcare or care of dependents while attending meetings. These expenses need to be agreed upon in advance and made in accordance with our expenses policy.

We are also currently exploring whether we can offer financial remuneration for individual Trustees on lower incomes or experiencing financial precarity. This process would involve changing our constitution and then seeking permission from the Charity Commission. Please be in touch if you feel this would enable your participation as a Trustee.

Further Reading

Please visit [our website](#) for further information on Studio Voltaire.

You can view Studio Voltaire's accounts and annual returns on the [Charity Commission's website](#).

Deadline

We are seeking to appoint a Treasurer over the next few months, and there is a rolling deadline.

Next steps

Applications will be assessed by Studio Voltaire's Director and Board of Trustees as they are received. Potential Trustees will be invited to attend a board meeting where they have the opportunity to meet the entire Board of Trustees and observe a meeting. Following this, The Board of Trustees will decide whether to invite you to join the Board formally.