A partnership between prison leavers and the theatre industry

Finance Trustee – Role Description

Introduction

Second Stage's mission is to provide training, theatre industry experience and future employment to those leaving the criminal justice system. We offer support and mentoring to those who engage with us and we empower our participants to recover and resettle in order to reduce reoffending.

Founded by Ed Snape and Jo Hutchison, Second Stage has an experienced Board consisting of expertise in the theatre industry, law and prison governorship.

A Finance Trustee may have specific financial roles and responsibilities delegated to them; however, all trustees, not just the Finance Trustee are responsible for the charity's finances and should be able to understand, consider and comment on financial information.

The Overall Role

To become a key member of the Trustee Team, responsible for monitoring the financial administration of the charity and to report to the board of trustees at regular intervals on its state of financial health. The trustee will, in line with best practice, and in compliance with the governing document and legal requirements, provide the board with the confidence and knowledge to better make strategic decisions.

The main responsibilities and duties of the Finance Trustee include:

- Overseeing the financial records of the charity
- Responsible for working with the charity's staff to prepare for the board of trustees the budgets, internal management accounts and annual financial statements
- Leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- Leading in the development and implementation of financial reserves, cost management and investment policies
- Liaising with the appropriate members of staff responsible for the financial activities of the organisation
- Monitoring and advising on the financial viability of the Charity
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems
- Advising on the financial implications of the charity's strategic plans
- Assisting in Fundraising for the charity, working alongside The Executive Director and freelance fundraisers

Key Deliverables

- Oversight of the accounts and in particular the Year End submission to the Charity Commission
- Working with the Operations Manager to ensure best practice in the running of the charity's

accounts

Skills & Experience

- Worked or works in Senior Financial roles
- Theatre experience
- Working with people in or who have been to prison would be ideal

Core Attributes as a Trustee

- Passion and shared values in our mission
- Natural collaborator
- Problem solver

Person Specification

- Qualified accountant, with a proven track record in charity finances with demonstrated commercial awareness and knowledge
- Dedicated to the charity's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies
- Competent use of IT skills
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders
- Analytical and evaluation skills, demonstrating good judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Good communication and leadership skills
- A team-oriented approach to problem solving and to management
- An ability to understand the needs of the prison population

Time Commitment

- The Board meets at least 4 times a year
- It is expected that the Finance Trustee spend approximately on average 4 hours per month. This may involve weekly authorisation of bank transfers, processed by the Operations Manager. However specific projects may also require the involvement of the Finance Trustee, and additional time commitment.

Remuneration

This is a voluntary position, so no salary is provided. The charity will reimburse travel costs for attendance at in-person meetings, paying the HMRC standard rate of 45p per mile for car journeys. Refreshments are provided at in-person meetings.

Application Process

To apply, please send your CV and a covering letter detailing why you are interested in the role and how you meet the Person Specification, to the Board of Trustees, Second Stage, 26 Great Queen Street, London, WC2B 5BL or by email to fi@second-stage.org