



Job Description – Finance Trustee

Responsible to: Chair / Board

Introduction

Saffron Walden Community Cinema Ltd was established in 2005 as a company and charity to set up a cinema in Saffron Walden. Saffron Screen opened to the public in May 2006.

Saffron Screen is an independent community cinema screening a wide range of films and seeking through cinema to entertain, educate, create a shared experience and improve the quality of life for everyone in Saffron Walden and the surrounding area.

Saffron Screen's charitable objects are:

- To advance the education of the public in the knowledge, understanding and appreciation of the arts, particularly the art of films and allied visual techniques;
- To advance the education of pupils at Saffron Walden County High School by providing and assisting in the provision of facilities for the benefit and education of the school;
- To promote for the benefit of the inhabitants of Saffron Walden and the surrounding area the provision of recreational and other leisure facilities in the interests of social welfare and with the object of improving their quality of life.

Saffron Screen currently employs 19 part time staff and works with between 50 and 100 volunteers.

Purpose of role:

Saffron Screen is looking for a new Finance Director to join its lively and active board of trustees who are also directors of the company. The role provides an opportunity to work with an energetic and professional team, to connect with the local community and to make a real difference to a small but dynamic charity. This is an exciting time for Saffron Screen as we plan the future of our community cinema.

This is a voluntary Board role with oversight of the operational activities relating to finance. The finance director is responsible for the strategic direction and long-term financial viability of the charity and for the provision of finance services to the charity.

Duties as a Director and Trustee:

1. To ensure that Saffron Screen complies with its governing documents, charity and company law, and other relevant legislation or regulations.
2. To ensure that Saffron Screen pursues its objects as defined in its governing document.
3. To ensure that Saffron Screen uses its resources exclusively in pursuance of its objects.
4. To contribute actively to the board of trustees in giving firm strategic direction to Saffron Screen, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and ethos of Saffron Screen.
6. To ensure the effective and efficient administration of Saffron Screen.
7. To ensure the financial stability of Saffron Screen.
8. To protect and manage the property of Saffron Screen and to ensure the proper investment

- of Saffron Screen's funds.
9. To monitor the performance of the management team of Saffron Screen.
 10. Chair the Finance and Risk Sub-committee and, where appropriate, serve on other sub-committees of the board.
 11. To use your specific skills, knowledge or experience to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing guidance on new initiatives, and any other issues on which you have special expertise.

Duties as Finance Director:

1. Guide and advise the board in the approval of budgets and accounts, in accordance with the framework and rules provided by the Charity Commission, the Companies Act and the Statement of Recommended Practice: Accounting and Reporting by Charities.
2. Keep the board informed about its financial duties and responsibilities.
3. Advise the trustees and staff on the financial implications of the organisation's strategic plan and key assumptions included in the annual budget.
4. Confirm that the financial resources of the organisation meet its present and future needs and that there are appropriate reserves and investment policies.
5. Understand the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound.
6. Formally present the accounts at the annual general meeting, drawing attention to the important points.
7. If required, assist the FM to ensure timely provision of accounts.

Person Specification

- Previous financial management experience and qualified accountant.
- Bring financial and commercial strength to the charity.
- Friendly, positive, 'can-do' attitude.
- Enthusiasm/interest in films/film industry advantageous, but not necessary.
- Able to operate independently with a high degree of autonomy, taking the initiative to deal with issues.
- Excellent communicator and team player.
- Competent IT skills e.g. MS Office, SAGE.
- Experience of working with Boards or governing bodies.

Time Required

- Flexible to respond to other Board members and the management committee.
- 4 meetings per year, in the evenings, plus approximately one additional daytime board meeting each year.
- Additional hours for reading documentation, email discussion and to allow for involvement on sub-committees.

Location

The role will be undertaken at home with occasional daytime and evening meetings in Saffron Walden.

Application

Please send your CV and a covering letter explaining why you would be suitable for this role to jobs@saffronscreen.com by **5pm on Friday 19 October**.

If you would like to discuss this position further, please contact paul@saffronscreen.com.