



## **Job Description and Person Specification**

### **Voluntary Role, Treasurer:**

As Treasurer of Brick Project CIC you will be a member of the Board as a non-executive Director, but specifically to oversee the financial affairs of the organisation in line with good practice and in accordance with the governing document and legal requirements. You will be asked to report to the Board of Directors at regular intervals about the financial health of the organisation. You will help the organisation ensure that effective financial measures and procedures are in place and are appropriate for a Community interest company (CIC) and as a Director you will play a strategic role in the running of the organisation. The Executive Directors currently carry out the day-to-day finance work using Quickbooks.

### **Specific Job Description for Treasurer:**

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective procedures are in place.
- Oversee and approve annual financial statements, budgets & management accounts.
- Prepare and present simple but comprehensive financial reports to the Board.
- Advise the Board on financial implications of its strategy and policy objectives.
- Identify any financial risks and recommend appropriate action.
- Liaise with other Directors about relevant financial matters.

### **General Job Description for non-executive Directors:**

- To ensure that Brick Project CIC has a clear sense of direction and priority.
- To ensure that Brick Project CIC is financially robust and healthy.
- To ensure that Brick Project CIC operates within the law and in accordance with its aims.
- To contribute to the development and monitoring of Brick Project CIC's strategic plan.
- To advise and participate in the development of policies.
- To promote Brick Project CIC to external and internal audiences.
- To support the work of the Directors in achieving Brick Project CIC's vision & aims.

### **Person Specification – Specific:**

- Proven financial experience and business planning skills, gained either within industry, commerce or the accountancy profession.
- Knowledge and experience of current finance practice relevant to a community interest company.
- The ability to communicate clearly.
- The ability to coach and mentor the Directors where required.

### **Person Specification – General:**

- A commitment to the aims and objectives of Brick Project CIC.
- An understanding of the duties, legal responsibilities and liabilities of Directorship.
- Strategic vision.
- An ability to think creatively.

- Good independent judgment.
- Willingness to speak and listen to others.
- An ability to work effectively as a member of a team.
- A commitment to equal opportunities.
- Directors are encouraged to take an interest in all aspects of the work of Brick Project CIC.
- An understanding of community arts practises is desirable. The candidate should be able to demonstrate that they believe that art is an essential ingredient in attaining community cohesion.

**Commitment:**

Board Meetings attendance - usually held quarterly. These are approximately two hours and are generally held in the early evening. (Directors need to read agenda papers in advance of these meetings)

- Attending the Annual General Meeting.
- Preparation of reports as required.
- To schedule regular meetings with the other Directors, at least one afternoon a quarter, to review and discuss the overall financial position.

**We offer:**

- Opportunity to be part of Brick Project CIC in its development.
- Possibility to use and develop your skills and knowledge to enrich communities with art, enabling them to gain a sense of shared ownership and responsibility in their local area.
- Training opportunities in areas where you may wish to improve knowledge and skills.
- Opportunity to be part of a small but dedicated team.

## **About Us:**

Brick Project CIC currently is made up of two Directors, Dan Petley and Fraisia Dunn. You can find out more about the organisation by visiting our website: [brickproject.co.uk](http://brickproject.co.uk)

Brick Project CIC delivers inclusive social cohesion projects that bring communities together through the process of creating art. In a Brick Project, individuals can paint a brick or domino with a design of their choice – the result is a permanent mural that is more than the sum of its parts. Everyone is given an individual voice while acknowledging their neighbours and co-citizens.

We are looking forward to delivering our first large-scale project in May 2021 as part of the Mayflower 400 Celebrations in Plymouth. This 3210 brick project will make a big impact in Plymouth, bringing people together to paint a centrally located wall one brick at a time. We are hoping to promote, document and generate a lot of excitement about this project in Plymouth that will extend to stimulate interest in our CIC and result in securing future workshop and project bookings. Brick Project have enjoyed expanding our networks over the last year and enthusing artists, members of the community and local leaders in our work. Now we require a creative individual with a flair for finance to take the lead in developing a sustainable, dynamic financial strategy that is in line with our overall vision and ethos.

## **How to Apply:**

Please email [brickproject.uk@gmail.com](mailto:brickproject.uk@gmail.com) with a CV and covering letter (1 side of A4 max) outlining how your skills and experience fit the role.

We welcome applications for anyone regardless of race, gender, religion/beliefs, sexual orientation, age (18+).