



Recruitment of the Chair of Finance Committee

Bishopsgate Institute is looking for a Trustee with substantial financial experience and an understanding of charities to join the Board immediately as Chair of the Finance Committee, following the recent appointment of Kathryn Martindale, the current committee chair, as Chief Financial Officer at Tate.

About Bishopsgate Institute

Bishopsgate Institute is a cultural venue within the heart of London. A fiercely independent charity since 1895, Bishopsgate Institute attracts a vibrant, curious community and is a home for ideas and debate, learning and enquiry. Its motto is *I never stop learning*, and it has been a place for people to connect over a joint love of learning and shared experiences through two World Wars and six global pandemics.

In addition to its programme of adult courses and cultural events (both online and in person), Bishopsgate Institute houses an important and unique archive, documenting the experiences of everyday people, and the extraordinary individuals and organisations who have strived for social, political and cultural change. Its Special Collections and Archives celebrate the lives and communities often neglected by the mainstream – across areas as varied as London history, socialism, activism, feminism, freethought and humanism – and include one of the UK's biggest collections of LGBTQ+ history and culture. Further details can be found on our website:

www.bishopsgate.org.uk.

The charity is at an exciting point. We are about to begin designing our strategy for the next five years, influenced by our experience during the Covid 19 pandemic, which has opened new opportunities for us, as well as challenging the viability of some of our traditional approach to our beneficiaries. We are looking to reshape Bishopsgate Institute's activities and operations to make us even more resilient and relevant for the decades ahead. Financial considerations will be at the heart of that discussion.

The Role

The successful applicant will chair the Finance Committee and will work closely with the Chair of the Board, the Chief Executive and the Finance Manager to ensure the smooth financial running of Bishopsgate Institute and to enable other Trustees to carry out their financial responsibilities. They will liaise with the Chair of the Asset Management Committee, which oversees the charity's £30m endowment held in property and investments, and may be invited to serve on other Board Committees.

Responsibilities

The successful candidate will

- Play a full role as a Trustee in deciding the charity's strategy and overseeing its implementation, ensuring the charity's viability, promoting its activities and safeguarding its reputation
- Chair regular meetings of the Finance Committee, leading on the scrutiny of management accounts and forecasts, and the approval of the annual budget.
- Oversee the annual audit process, liaising with the charity's auditors
- Report to the full Board the Committee's conclusions and recommendations, presenting financial information in terms that help all Trustees understand the charity's financial position
- Advise the Board on how to carry out its financial responsibilities, including policies on risk, reserves, key performance indicators, cash flow, and the implications of new developments in charity finance legislation and best practice.

Candidate profile

The successful candidate will have substantial financial experience and is likely to have an accountancy qualification or equivalent expertise gained from a senior executive role involving finance. They will be skilled in chairing meetings and in communicating complex financial information clearly and succinctly. Previous experience as a charity Trustee, especially on a Finance Committee, will be particularly welcome.

We are particularly interested to hear from Black and Asian candidates, candidates from other minority ethnic backgrounds, and candidates with disabilities.

Commitment

There are normally four Board meetings a year held on Monday evenings, and in some years a strategy away day for the full Board. The Finance Committee meets shortly before each Board meeting and the Chair of the Finance Committee will be expected to be available for informal consultation by phone and e-mail from time to time between meetings. All Trustees are encouraged to attend events at Bishopsgate Institute.

Trustees serve for an initial term of three years and a maximum term of six years and are legally accountable for the responsible governance of the Institute. Trustees are not remunerated.

Your application

We are keen to make this Trustee appointment quickly.

Please email us at trusteerecruitment@bishopsgate.org.uk with your CV and a one-page letter outlining the reasons for your interest in Bishopsgate Institute and your relevant experience by **0900 on Monday 27 September 2021**.

We anticipate inviting shortlisted candidates to interview on Wednesday 6 or Friday 8 October 2021. Candidates invited to interview will be asked to provide their referees' details at that stage: these would be taken up only if necessary.

The successful candidate will be invited to attend the next Board strategy meeting on the afternoon of 18 October 2021.

September 2021