

# Recruitment of qualified accountant Trustee

Bishopsgate Institute is looking for a Trustee with an accountancy qualification, senior level financial experience and preferably with an understanding of charities to join the Board immediately.

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

**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](http://www.bishopsgate.org.uk).

The charity is at an exciting point. We are 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 audiences and 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 sit on the Finance Committee and will work closely with the Chair of the Committee, the Board, the Chief Executive and the Finance Business Partner to ensure the smooth financial running of Bishopsgate Institute and to enable other Trustees to carry out their financial responsibilities. They might also be invited to sit on the Asset Management Committee, which oversees the charity’s £30m endowment held in property and investments, and may be invited to serve on another Board Committee.

**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
* Contribute to the scrutiny of management accounts and forecasts, and the approval of the annual budget.
* Contribute to the scrutiny and agreement of the new business model including the management of 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 an accountancy qualification and have hands-on senior level financial experience. It would be an advantage if this experience has been in a charity in the heritage, arts or education sector. They will be skilled in communicating complex financial information clearly and succinctly.

**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 normally meets in person two weeks before each Board meeting. 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](mailto: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 23 May 2022**.

We anticipate inviting shortlisted candidates to interview during the week commencing 30 May. 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 27 June Board and the next Board strategy meeting on the morning of 7 July 2022, if possible.

**April 2022**