



## **Petworth Festival Finance Trustee role**

### **Could you help guide the Petworth Festival to further success?**

The Petworth Festival is a unique celebration of the arts – bringing world class performance to the heart of the South Downs and enabling a level of artistry associated with the big city stage, to be accessible, for all, in the intimate performance spaces of Petworth and its surrounding towns and villages. Established 44 years ago, the festival holds a very special place in the life and culture of the South Downs.

The festival is a charity, its public benefit being the provision of affordable access to world class music and literary events. Its income comes primarily from private and local business sponsorship as well as ticket income from its annual summer festival and autumn literary festival.

The Board now needs to appoint a new Finance Trustee. If you have a financial or accounting background and would be interested to help guide the festival to continued success, then we would love to hear from you. We are also looking for people with other experience and networks to join our Board of Trustees, so if you are not finance trained but have other skills that you could bring to our Board then do get in touch, using the details below.

### **What does the Finance Trustee role involve?**

This is a voluntary role to support and ensure good governance for a small charity. The charity is governed by a small board of Trustees, of which the Chair and the Finance Trustee are the most actively involved roles.

On a day-to-day basis, the charity is run by a small, paid for team, consisting of Artistic Director, Festival Manager, Sponsorship and Marketing Manager, Festival Administrator and Bookkeeper.

In addition to general involvement in the governance and strategic direction of the Festival, The Finance Trustee will oversee and support the team with budget setting and control as well as the delivery of financial information to the Board of Trustees. The Finance Trustee will also oversee financial compliance and filing with both Companies' House and the Charity Commission.

As such the role will involve regular involvement with the managing team – but this time involvement should not exceed two - three days per month.

In detail the involvement will entail working with the Festival Manager, Artistic Director, Chair and other Trustees to -

- prepare the charity's Annual budget, covering its Summer Festival, Autumn Literary festival as well as any "pop – up" fund raising activity;
- oversee the production of forecast updates and supporting analysis for Trustees' Meetings;
- overview cashflow, banking and payment processes;
- handle liaison with external accountants for their Independent Examination and preparation of Statutory Accounts and manage all filings with Companies House and the Charity Commission;
- provide guidance to the Festival Manager and Administrator in their day-to-day management of accounting procedures and systems;
- support the festival Chair and Board on all financial matters.

### **What sort of person are we looking for?**

This is a role that would suit someone with accountancy qualifications or other finance experience who is at a stage in their career that they have time to give to a small charity.

An Interest in / experience of music and the arts would obviously be of huge value to the role but is not essential.

Experience of board level governance in the private, public or third sector is desirable but not essential.

The Finance Trustee needs to have up to date IT skills as they will be involved in the production of financial data as well as in the review of financial systems currently used.

Although Board meetings are a mix of in person and via Zoom, all Trustees need to be able to attend some meetings and events in Petworth.

### **How to apply**

We are seeking to have a new Finance Trustee in place by March 2024. If you think you can help us and want to find out more, then please get in touch with your CV before the **4th December 2023** to -

[info@petworthfestival.org.uk](mailto:info@petworthfestival.org.uk)