



TREASURER – ROLE DESCRIPTION AND PERSON SPECIFICATION

English PEN is the founding centre of PEN International, a worldwide writers' association with 145 centres in more than 100 countries. English PEN works to promote literature and the right to freedom of expression through a range of campaigns, events, projects and publications. This year, English PEN marks its centenary with *Common Currency*, a year-long programme which brings together writers, readers and activists for an ambitious collaboration with partner organisations for events, residencies, campaigns and conversations across the UK and Ireland.

We are looking for a new treasurer to join our established board of trustees and help guide and advise us on financial affairs. The role of treasurer is to oversee the accounts of the charity, chairing the Finance and Audit Committee, and acting as a point of liaison between the board and the director and head of finance. It does not involve day-to-day responsibility for the finances.

Board Structure, Composition and Terms

The current board is a group of experienced and dedicated individuals with a wide range of skills and experience from sectors including journalism, publishing, translation and the media. Trustees are appointed for an initial term of up to 3 years and 6 months and may serve for a maximum of 7 years and 6 months. For details of current trustees, please visit <https://www.englishpen.org/board-of-trustees/>

The Board offers guidance and expertise to the Director of English PEN, Daniel Gorman. Two sub-committees exist to provide more in-depth scrutiny and advice – the Finance and Audit Committee, chaired by the treasurer, and the Governance Committee, chaired by the vice chair.

The president of English PEN is Philippe Sands.

TREASURER ROLE DESCRIPTION

Duties and responsibilities

The treasurer will provide financial expertise and oversight to help the board carry out its financial responsibilities.

Specifically, they will

- Chair the Finance and Audit Committee
- Work closely with the director and the head of finance & governance to monitor the financial stability of the charity
- Liaise with auditors and sign off the annual accounts
- Present the annual accounts to members at the annual general meeting
- Attend the quarterly treasurers' meeting with PEN International

As a member of the board of trustees, the treasurer also shares the following statutory duties with other trustees:

- Ensure that English PEN complies with its governing document, charity law, company law, and any other relevant legislation or regulations
- Ensure English PEN pursues its objects as defined in its governing document
- Ensure that English PEN applies its resources exclusively in pursuance of its objectives
- Contribute actively to the board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- Safeguard English PEN's good name and values
- Ensure the effective and efficient administration of English PEN
- Ensure the financial stability of English PEN
- Protect and manage the property of English PEN and ensure the proper investment of its funds
- Appoint the director and monitor their performance.

PERSON SPECIFICATION

We are looking for applicants with the following experience, knowledge, skills and attributes:

- An experienced finance professional, ideally a trained accountant with an understanding of charity finance
- Passion for and a commitment to the work and values of English PEN
- Willingness to dedicate the time and effort required to play an active role as an English PEN trustee
- Ability to work as a member of a team
- Integrity, independent of thought and judgement, being prepared when necessary, to make unpopular recommendations
- Ability to communicate clearly i.e., to explain clearly accounts and financial matters to non-specialists
- Willingness to uphold and follow the principles of public life and the requirements of effective governance.
- Understanding of the duties and responsibilities of trustees

Time commitment

The following meetings normally take place on weekday afternoons and evenings:

- Quarterly board meetings
- Quarterly Finance & Audit Committee meetings
- Annual strategy day
- Annual general meeting

How to apply

If you would like to discuss this role in confidence, please email Daniel Gorman, Director at daniel@englishpen.org.

To apply, please send your CV and covering letter to recruitment@englishpen.org by 1pm on Friday 21 May 2021. Shortlisted candidates will be invited to meet with representatives of the board online during the week beginning 7 June 2021.