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TREASURER ROLE DESCRIPTION

DECEMBER 2020

UNPAID BOARD OF TRUSTEES POSITION

DEADLINE TO APPLY: FRIDAY 8 JANUARY 2021

Background Introduction

PEER is seeking to appoint a Treasurer to join its Board of Trustees. The ideal candidate will be a qualified accountant with experience of the Charities SORP, and it would also be an advantage if they had an interest in the visual arts and/or community engagement projects. They will join an energetic and an active board who take pride in their support of this acclaimed small-scale arts organisation, which has grown from strength to strength for more than 20 years.

About PEER

PEER has been a key component of the London art ecology since the late 1990s and has been an Arts Council England National Portfolio organisation since 2012. Initially best known for its offsite projects with artists such as Martin Creed, Mike Nelson, Breda Beban, Bob and Roberta Smith, Anthony McCall, Yuko Shiraishi and John Frankland, in the past several years, PEER has become embedded in its immediate community of Hoxton and has utilised its public-facing position on the local high street to present outstanding projects to achieve its core ambition to make the experience of high quality art part of the daily life of the high street.

After an ambitious capital development project carried out in 2015 and 2016, PEER reopened its radically improved galleries in April 2016 with an exhibition of work by Turner Prize nominee Angela de la Cruz. Extensive re-landscaping to the public realm area at the front created the Hoxton Public Space (later named Khadija's Garden) with commissions by Turner Prize winner Chris Ofili and London Fieldworks – confirming the gallery's importance as focus for and of the local community. Since its re-launch, PEER's programme has presented acclaimed exhibitions of work by Emma Hart & Jonathan Baldock, Jimmy Robert, Catherine Story, Abigail Reynolds, Jadé Fadojutimi, Olga Jevrić, Samson Kambalu and others. With support from Paul Hamlyn Foundation, in 2018 PEER created a permanent position of Curator for Local Audiences, to directly engage the local community of Hoxton through the gallery programme as well as specifically tailored projects. This post also recruits and manages PEER's Ambassador scheme, which provides paid work experience and creative opportunities to young people who live or study locally.

More information about PEER can be found on www.peeruk.org

About the role of Treasurer at PEER

The Treasurer will work closely with the Director, the part-time bookkeeper and the Board to have oversight and control of the organisation's finances. Following an uplift in its annual Arts Council England grant in 2018/19, from £52K to £85K, (specifically to support PEER's local programme and grow its audience reach), PEER's annual turnover has in turn increased exponentially from around £120–£130K to £230–£250K.

The Treasurer will review and approve the quarterly management accounts for presentation at board meetings, which take place in March, June, September and December. They will work with the Director and the bookkeeper in preparing the figures to be submitted for the annual independent examination, and assist with any queries that may arise during this process for the Annual Report and submission to the Charity Commission. They will work with the Director and the Chair of the board in the required Arts Council financial submissions as part of its annual report in June, and budget forecasting as part of its business plan submission in April.

In addition to attending the quarterly board meetings, the could expect to commit approximately two to three hours of their time in advance of each board meeting to work with the Director and bookkeeper to review and approve the

quarterly management accounts. During spring and summer, they would also be expected to be available to work with the Director and bookkeeper in the preparation of the Annual Accounts, and for Arts Council England financial reporting.

General responsibilities of all Trustees

- To ensure that PEER is carrying out its purposes for the public benefit as set out in its governing document.
- To comply with PEER's governing document and the law
- To act in PEER's best interests
- To manage PEER's resources responsibly
- To act with reasonable care and skill
- To ensure that PEER is accountable

Further information about the general responsibilities of a Trustee can be found on the [Charity Commission](#) website, and a shortened version of the main responsibilities can be found [here](#).

Treasurer responsibilities

- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the charity has an appropriate reserves policy
- Assistance with the preparation and presentation of financial reports to the board as required
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the organisation's strategic plans
- Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- Ensuring the organisation's compliance with legislation
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

How to apply

To express interest in this position, please send your CV and a letter of no more than 1 side of A4 outlining your relevant experience, why you are interested and what you could bring to the role to: rosa@peeruk.org

The deadline to submit an expression of interest for this opportunity is 18:00, 8 January 2021.

Additional information:

This is an unpaid post. The initial term will be for three years in accordance with PEER's Articles of Association.

PEER is an Equal Opportunities employer, and is committed to equality and diversity within our workforce and all opportunities. We welcome expressions of interest from individuals with a range of backgrounds and particularly encourage BAME, disabled people and those from under-represented backgrounds, communities and groups to apply.