

The Brunel Museum

Vacancy for Trustee Treasurer

This is a really interesting opportunity for a qualified accountant to join the Brunel Museum's Board of Trustees and get involved in a lively heritage site which is on the brink of organisational change and a significant capital development, with a recent grant from the National Lottery Heritage Fund.

The successful candidate will bring financial expertise to oversee financial management and advise the Board on strategic issues.

About the Brunel Museum in Rotherhithe

The Brunel Museum is a small charity with huge ambition and is at the start of a Heritage Lottery Fund Project. The Museum receives some 38,000 visitors annually, was established in 1975 and is self funding; its income derives from admission fees, shop sales, tickets for special events, heritage river trips and venue hire. There are two paid members of staff and 30 volunteers who together run the Museum.

It is situated on the edge of the Thames in Rotherhithe, the Engine House housing the Museum is a Scheduled Monument, and adjacent to the Museum is the tunnel's Grade II* airshaft, c.15m diameter, which is used regularly for a range of cultural events.

Sir Marc Brunel's (1769-1849) Thames Tunnel adjoins the Brunel Museum, Rotherhithe. When it was completed in 1843 it was described by *The Illustrated London News* as 'The Eighth Wonder Of The World': it was the world's first bored tunnel under a river. Its impact remains evident and alive today: the machines building Crossrail, those that built the Channel Tunnel, the Thames Tideway super-sewer and most of the London underground system, are automated developments of Sir Marc Brunel's prototype. Few historic civil engineering innovations continue to have such a direct influence on modern techniques today. While Sir Marc Brunel is remembered as one of Britain's greatest and most innovative civil and mechanical engineers, his more famous son, Isambard Kingdom Brunel (1806 - 1859), received his training as a civil engineer in the Tunnel, and his successes stemmed from it.

Role summary

The Treasurer will:

- Oversee and present budgets, internal management accounts and annual financial statements to the Board of Trustees, liaising with the auditors as appropriate;
- Lead on the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, and spent prudently, in line with good governance, fiduciary, legal and regulatory requirements;
- Liaise, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation;
- Monitor and advise on the financial viability of the charity;
- Oversee the implementation of and monitoring specific financial controls and adherence to systems;
- Advise on the financial implications of the charity's strategic plan;
- Oversee the charity's financial risk-management and report on financial health to the Board at regular intervals;

- Act as a signatory on the banking mandate
- Keep the reserves policy under review to ensure that it is appropriate and advise on development to cope with changing circumstances

Qualities of a Treasurer

Essential

- Recognised accountancy qualification
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders
- Analytical and evaluation skills, demonstrating good judgement
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship

Desirable

- Demonstrated knowledge and experience of charity finance practices
- Board or Trustee experience
- A team-oriented approach to problem solving and to management

Time commitment and location

- The time commitment for the role is expected to be around 7 hours per month
- The Board currently meets monthly in the evening for two hours, plus a full or half day annual Awayday. Board meetings are usually held in central London, with some meetings held in Rotherhithe;
- Expenses incurred when attending meetings may be claimed, following the charity's Finance Policy and Procedures.

Expressions of interest should be sent by email to the Secretary at:

maureen.nolan@thebrunelmuseum.com. Please send your CV and a covering letter outlining why you are interested in the position and what you will bring to the role. Closing date: 29 February 2020. Interviews will be held in early to mid March.