

CLEAN BREAK

Recruitment Pack

Treasurer (voluntary)

May 2017



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Clean Break • 2 Patshull Road • London NW5 2LB

www.cleanbreak.org.uk

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Registered charity number 1017560

May 2017

Dear applicant

Thank you for your interest in the voluntary position of Treasurer at Clean Break. The Treasurer plays a key role in the organisation, working closely with me, the Executive Director, the Head of Finance, and her fellow Trustees on the Board.

This is an exciting time for Clean Break. We began in 1979 as a small touring company set up by two women who had experienced the power of theatre in prison. We have grown into an organisation with a million-pound turnover. We work with women playwrights and women with experience of the criminal justice system in our building in Kentish Town, in the community, and in prisons. In 2019 we will celebrate our 40th birthday and, like many organisations, we are reviewing how we work to ensure that we continue to make brilliant theatre that shines a light on the injustices women experience in and beyond the criminal justice system.

We are keen to appoint an experienced senior finance professional who shares our interest in and commitment to social justice, women's voices and theatre. In line with our policy and practice, the position is open to women only and we are keen to encourage a wide range of women to apply. I hope you will be inspired by the recruitment pack and by the work we do at Clean Break: www.cleanbreak.org.uk

The recruitment pack includes the following information:

- Role description, person specification, terms
- Background information
- Equality & diversity policy statement and monitoring form

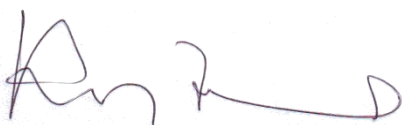
Please advise us if you require a copy in large print or an alternative format.

If you would like to apply, please send your CV with a covering letter (suggested length two sides of A4) addressing the key criteria on the person specification. This needs to reach us by **5pm on Wednesday 14 June** and should be sent to recruitment@cleanbreak.org.uk. Interviews will be held on the afternoon of Monday 19 June and we will notify you by Friday 16 June of the outcome of your application.

If you would like an informal discussion about the position before applying, please contact Lauren Mooney (lauren.mooney@cleanbreak.org.uk) who will arrange a time for you to have a chat with me or Lucy Perman, Executive Director.

Good luck with your application and we look forward to hearing from you.

Best wishes

A handwritten signature in purple ink, appearing to read 'Kim Evans', with a long horizontal flourish extending to the right.

Kim Evans OBE
Chair

Clean Break Treasurer Role Description

Role Title:	Treasurer
Key Relationships:	The Treasurer works in partnership with the Chair of the Board, Executive Director, Head of Finance, the Finance Committee and the Board of Trustees.
Role Summary:	To deliver the organisation's mission through good governance, fit for purpose financial systems and deliverable financial plans through strong partnership working with staff and Trustees.
Terms:	Voluntary position for a period of one term (four years) with the option of renewal for a second term.

Main responsibilities:

1. Chair the Finance Committee and provide regular reports to the Board of Trustees.
2. Collaborate with the Chair and Executive Director to ensure that the Board is empowered to fulfil its financial responsibilities in an informed and timely manner.
3. Work with the Executive Director and Head of Finance to ensure that the charity's finance and risk management systems are fit for purpose.
4. Work with the Executive Director and Head of Finance to develop and test robust financial plans and to monitor progress against the agreed plans.
5. Provide support and, where appropriate, professional development opportunities for the Head of Finance and other finance staff.

Finance:

- 6 Budgeting and strategic financial planning
 - 6.1 Support the Executive with financial planning and budgeting processes in collaboration with the Board, and constructively challenge where required.
 - 6.2 Offer alternative scenarios, as appropriate, while evaluating strategic plans as a part of the risk management process, and as a part of performance and reporting scenarios.
 - 6.3 Support the Executive to create greater transparency and accountability to improve resource allocation in line with SORP guidelines.
- 7 Management Reporting
 - 7.1 Help advise on a high standard of management accounting to report regularly to the Board, wider stakeholders and to safeguard assets.

8 Statutory Financial Reporting

- 8.1 Lead Board communications with external auditors on specific issues in the auditing process and related board representations.
- 8.2 Guide and advise fellow Trustees to formally approve the annual report and audited accounts.
- 8.3 Explain technicalities of accounts in plain language which is fully understood by the Trustees.

9 Reserves Policy

- 9.1 Assist the charity in developing and implementing an appropriate reserves policy to safeguard the organisation's finances.

10 Other financial responsibilities

- 10.1 Chair Clean Break Productions Ltd and act as a Company Director (this is a trading subsidiary of Clean Break, set up for the purposes of claiming theatre tax relief on our theatre productions).
- 10.2 Work in partnership, on a regular basis, with the Head of Finance, Executive Director and Chair of the Board.
- 10.3 Maintain an active interest in and oversight of fundraised and earned income. Engage the Head of Development and Communications in Development reporting, analysis and planning at the Finance Committees.
- 10.4 Act as a second authorisation for large electronic payments and applications to funders.

General Trustee responsibilities

- 11 Carry out governance responsibilities with fellow Trustees (see Clean Break Trustee Role Description) in accordance with our company values and the Board/Senior Management Team Compact.
- 12 Attend six Board meetings a year, including the annual Awayday.
- 13 Represent the company at external events as appropriate.
- 14 Introduce and share contacts, ideas and networks to further the mission.
- 15 Attend company events and performances.

Person specification

Essential

- Qualified accountant
- Proven ability to communicate and present financial information to members of the Board and other stakeholders such as funders
- Analytical and evaluation skills, demonstrable good judgement
- Understanding of the legal duties, responsibilities and liabilities of trusteeship
- Senior level managerial and leadership experience
- Good communication and leadership skills
- Interest in contemporary theatre and new writing
- Interest in the criminal justice system and the experience of women within this
- Commitment to the charity's mission and values and willingness to act as ambassador to stakeholders

Desirable

- Knowledge of charity SORP
- Previous experience as a charity trustee
- Previous experience as a company director
- Skills in, and experience, of strategic planning

Please note:

- The post is open to women only (exempt under the Equality Act 2010 Schedule 9, part 1)
- The post is subject to a Right to Work check in line with all of Clean Break's appointments, paid and voluntary (<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>)
- The post is subject to an enhanced DBS check in line with all of Clean Break appointments, paid and voluntary because of the work we deliver with vulnerable adults (<https://www.gov.uk/disclosure-barring-service-check/overview>)

Terms

- 1 term of four years with the option to renew for a second year.
- Voluntary/unpaid
- 4-5 Finance Committee meetings per year
- 6 Board meetings per year
- Meetings are usually held in the evenings from 6pm at Clean Break, 2 Patshull Road, London NW5 2LB
- Attendance at company events

Background information

Clean Break is at an exciting point in its history. In 2019 we will celebrate our 40th anniversary and we will mark the year with a largescale anniversary event of 40 milestone projects, putting stories of women's experience of criminal justice centre stage. From our roots in 1979, when we were established by two women serving a prison sentence at HMP Askham Grange in Yorkshire, we have grown to become, today, the UK's foremost women's theatre company, dedicated to telling the stories of women in the criminal justice system.

We have a strong track record of delivering original theatre productions, theatre education and support in prisons and the community, as well as professional training and development. Our mission is to shine a light on the injustices women experience in and beyond the criminal justice system and to enable women to challenge the oppression they experience.

In 2017 we are engaged in a substantial organisational change process to achieve greater impact and stronger sustainability in the years ahead. Our new Business Plan and business model will be concluded in December 2017 and will set out our strategy for 2018-22. At the centre of our new plans is a commitment to making and producing more theatre which is responsive and alive to the social, political and economic environment, and places the women we work with at the heart of our work alongside high quality professional women theatre artists.

Our turnover is £1m+ and we own our building, a former piano factory, in Kentish Town, North London. We have a strong Board of Trustees led by Chair Kim Evans OBE and an excellent staff team headed up by Lucy Perman MBE, Executive Director.

Touches us in a way news stories and reportage can't - The Guardian on *Joanne*, 2015 (Clean Break production at Soho Theatre and in 2016 at RSC, Stratford)

Clean Break has changed my life; you know there's no two ways about that. It has given my life direction, purpose and reason - Clean Break student, 2016

It has given me a route to transform all those negative experiences into something that benefits others - Clean Break student, 2016



Finance Committee

Purpose

The Finance Committee will recommend finance policy to the Trustees and ensure that existing finance policy is implemented. The audit function of this committee is to consider the adequacy of risk management, internal controls and corporate governance.

Activities

In general terms, the Committee is responsible for advising on financial operations and controls including recommending the annual budget and business plan, monitoring the production of management accounts, the approval of operational financial systems, Treasury Management controls and policy, and considering the adequacy of risk management, internal control and corporate governance.

Specific responsibilities are:

- To review and recommend the annual budget and business plan for approval by the Trustees.
- To ensure that the Board receives regular financial reports.
- To ensure that accounting procedures are in accordance with company and charity accounting rules and best practice, and that they are efficiently operated and kept up to date.
- To ensure that Clean Break has a written description of its financial systems and procedures which is kept up to date.
- To receive and review audit reports and to agree on the resulting management letter. Ensure that the management letter recommendations are implemented.
- To review compliance with all UK corporate and charity law.
- To ensure that a register of the interests of Trustees and the Executive Team is kept and regularly updated.
- To ensure that any amendment to existing financial policy is approved by the Trustees.
- To ensure that the risk assessment and corporate governance processes are in line with best practice.
- To review the annual accounts of the organisation.

The Committee shall have access to all information it considers necessary from members of staff and management and shall have the right to consult with auditors directly should it so wish.

Membership

Two to three board members with financial/commercial experience, and the Executive Director and Head of Finance. The quorum shall be one trustee and either the Executive Director or the Head of Finance.

Appointment of chair

The Chair, appointed by the Clean Break Board, will be the charity's Treasurer.

Accountability

The minutes of the Committee will be circulated to the Board. No decisions will be taken by the Committee without express authorisation from the Board.

Board and Senior Management Compact

A strong and productive working relationship between the Board and Senior Management Team (SMT) is central to the company's effective performance and success. It should embody our organisational values: respect for one another, equality of opportunity, access to the arts, and embracing diversity. The spirit of the relationship and its key principles are summarised as follows:

1. **Trust** – the Board and SMT are committed to building a climate of trust. This is essential if the company is to achieve its goals. It enables constructive and open discussion and empowers Trustees and Managers to fulfil their respective roles to the very best of their ability.
2. **Respect** – the Board and SMT are committed to respecting and listening to each other. We see our diversity as a source of strength and seek to understand differing points of view, while recognising the value of building towards a broad consensus wherever possible.
3. **Challenge** – the Board's role is to scrutinise the organisation's performance and this requires a climate of constructive challenge. SMT anticipate inquiry and are prepared to answer questions and engage in discussion.
4. **Focus** – the Board is committed to allocating time to focus on strategic issues and the company's future. The Chair and the Executive Director work together to structure board agendas accordingly. Trustees commit to engaging strategically and delegating detailed scrutiny to the Board's subcommittees where appropriate.
5. **Communication** – the Board and SMT are committed to effective and open communication and to a culture of 'no surprises'. This includes timely delivery of papers; alerting the Board to potentially critical issues before they escalate; contributing in meetings and actively listening; and communicating as required between board meetings.
6. **Commitment** – Trustees commit to attending Board meetings and company activities, showing support and engaging with our staff, stakeholders, funders and service users. SMT commit to ensuring that Board members are given advance notice of key events and provided with briefings and support when necessary.
7. **Celebration** – the Board and SMT commit to making time to celebrate the company's success and achievements together, with the broader staff team, and to sharing these successes more widely.

Equality & Diversity Policy extract:

Our Principle Commitments

Clean Break is an equal opportunities employer. We oppose all forms of discrimination and believe that all people, regardless of their identity or membership of any group, deserve to be treated equally, consistently and fairly.

We aspire to deliver consistently good practice and to set a high standard of equal opportunities within our service delivery; employment and volunteering; Board and advisory group structures; building and physical access and with the partnerships we forge.

In the case of Clean Break itself, we work with women who have personal experience of the criminal justice system and those at risk of offending as a result of their mental health distress and/or drug/alcohol use. In light of this, we employ only women to deliver our services in accordance with our exemption under The Equality Act 2010, Part 1, Schedule 9.

We recognise that many women are excluded from areas of society (such as employment, services, education) because of society's prejudice and discrimination. Women experience additional discrimination on the grounds of their: 'race, colour, ethnic or national origins, gender, gender-reassignment, disability, sexuality (the legislation uses the term "sexual orientation" but this policy will use the term "sexuality" instead), age, political beliefs, religious beliefs, trade union membership, economic status or class, offending background, marital status or family circumstances. As a Company, our particular priority is working with women who have experience of the criminal justice system and those at risk of offending as a result of their mental health distress and/or drug/alcohol use.

Within the parameters of the Company's mission, we are committed to being an inclusive organisation which reflects and values the diversity of the women that we work with. We recognise the significant benefits to the Company of working with a diverse team of women. We actively seek the creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work, which is enriched through collective experiences.

We strive to embrace and celebrate a broad definition of diversity within the framework of existing legislation and to develop a comprehensive action plan and provide training in specific areas of the main policy.

Clean Break is committed to consulting with women beneficiaries in relation to new policy development and project activity. We will bring annual plans to our student body for discussion and set up forums, where appropriate, to consult on particular project activity.

Equal Opportunities Monitoring Form

Please fill in the form and return with your completed application. The form will be separated from your application prior to shortlisting and does not form part of the assessment process. Clean Break is committed to developing positive policies to promote equal opportunities in employment and to prohibit unlawful or unfair discrimination on the grounds of an applicant's ethnic origin, age, or disability. In order to ensure that these policies are being carried out, and for no other purpose, all applicants are asked to provide this information.

Post title: _____

1. Where did you see the post advertised?

Charity Jobs ☐ Arts Professional ☐ Arts Jobs ☐

Clean Break website/twitter/facebook ☐

Other - I heard about it from (Please write in):

1. Age

My age range is (please tick one):

16 – 24 ☐

25 – 29 ☐

30 – 34 ☐

35 – 39 ☐

40 – 65 ☐

3. Ethnic Origin

I would describe myself as (you can mark more than one if you like):

Asian	
British	
Bangladeshi	
Indian	
Pakistani	
None of the above, please specify:	
Black	
British	
African	
Caribbean	
None of the above, please specify:	
East Asian	
British	
Chinese	

Japanese	
Korean	
South East Asian	
None of the above, please specify:	
Mixed	
White and Asian	
White and East Asian	
White and Black British	
White and Black African	
White and Black Caribbean	
None of the above, please specify:	
White	
British	
English	
Scottish	
Welsh	
Northern Irish	
Irish	
None of the above	

4. Disability

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? ☐ Yes ☐ No

If yes, please write in _____