



## **ANTHEM TREASURER INFORMATION PACK**

### **ABOUT ANTHEM**

Anthem. Music Fund Wales Cronfa Gerdd Cymru was established in 2018 following a Welsh Government report exploring ways to support music education in Wales. Across the last five years, Anthem has established itself as the leading youth music charity for Wales and built a strong program of project work which supports young people to access, explore and make connections in music, and works to build a strong youth music ecosystem in Wales.

Our vision is a Wales in which music can empower every young life.

We believe music is a potent creative force for young people that feeds self-expression, personal development and wellbeing.

Anthem creates opportunities across genres and communities and nurtures diverse talent to take the next steps to musical careers.

Anthem is a catalyst for youth music in Wales, creating project work that creates change, making connections to widen partnership working, and enabling best practice to flourish.

Anthem seeks to ensure that equality and diversity principles – accessibility, inclusivity, respect and difference - underpin all areas of the organisation's work and aims to promote them within its board, its employment practices and across its work. Anthem positions its work as collaborative, innovative, inclusive, creative, inspiring.

[www.anthem.wales](http://www.anthem.wales)

## THE ROLE

Anthem is seeking to appoint a specialised Trustee Director to act as Treasurer of the charity. We are seeking someone who shares our passion for music, young people and Wales, and who can make a major contribution to a dynamic charity pushing to make real impact for young people in Wales.

Anthem is run by a small staff team and Anthem Directors, led by our Chair Emyr Afan, take an active role in strategic development, fundraising, and financial management, liaising with key stakeholders and supporting the CEO on a regular basis. The Board operates a number of subcommittees including finance and fundraising.

- The Anthem Treasurer is a non-salaried position.
- Travel, access costs and other reasonable out-of-pocket expenses will be reimbursed for attendance at official meetings and events on behalf of Anthem.
- The Anthem Board meets five times per year.
- The Anthem Finance Subcommittee meets before every Board meeting.
- The term of office is for three years initially with a maximum of two three-year terms.

The Anthem Treasurer's role is to monitor the financial administration of the charity and report to the board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.

The Treasurer will provide strategic oversight and challenge, while day-to-day financial management remains the responsibility of the CEO, staff team, and our external book keeping company. While the Treasurer has a lead role on financial matters, all Trustees share collective responsibility for the charity's financial management, legal compliance and good governance. The role is expected to require approximately 2 days per month, including preparation for meetings, Committee work and providing *ad hoc* advice.

## HOW TO APPLY

Anthem is an equal opportunities organisation and welcomes applications from all interested individuals.

To apply for the role, please email a copy of your CV and a covering letter to Emyr Afan, Anthem Chair - **post@anthem.wales** - explaining how you meet the criteria for selection and why you wish to join the Anthem team.

Interview dates for shortlisted candidates will be agreed on an individual basis.

If you have any other special requirements to enable you to apply for this role, please let us know by emailing [rhian.hutchings@anthem.wales](mailto:rhian.hutchings@anthem.wales)

## RESPONSIBILITIES AND DUTIES

- Overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees at Board Meetings and members at the AGM;
- Leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- Leading in the development and implementation of financial reserves, cost-management and investment policies, especially in relation to the Anthem Endowment;
- Liaising with the CEO and external book keeping team in order to monitor the financial management of the organisation;
- Chairing the finance subcommittee in line with standing orders and terms of reference, and reporting back to the board of trustees;
- Monitoring and advising on the financial viability of the charity;
- Overseeing the implementation of and monitoring specific financial controls and adherence to systems;
- Advising on the financial implications of the charity's strategic plan;
- Overseeing the charity's financial risk-management process;
- Acting as a counter signatory on charity bank accounts and important applications to funders; and
- Board-level liaison with the external auditors with regard to the annual audit.

## ESSENTIAL QUALIFICATIONS AND EXPERIENCE REQUIRED

- The Trustee Director should have proven experience at a senior level in Financial and Investment Management in the third sector or the private sector, with relevant qualifications and membership of appropriate professional bodies ACA, ACCA, CIMA or CISI.
- Knowledge and experience of financial processes, including management accounts, investment planning and financial risk management.
- Excellent interpersonal and communication skills, working with other Board members, stakeholders, funding partners and colleagues in the organisation.

- An understanding of the legal duties, responsibilities and liabilities of being a company director and charity trustee.

#### DESIRABLE QUALIFICATIONS AND EXPERIENCE REQUIRED

- Professional qualifications or experience that will benefit the Board, including variously - knowledge of music making, music education, education in Wales, working with young people, fundraising, individual giving, investment legacy giving and legal frameworks for the operation of charities.
- Anthem welcomes applications from people who are Welsh learners or Welsh language fluent.

You can find out more about the role of an honorary treasurer in a charity via the Honorary Treasurers Forum: <http://www.honorarytreasurers.org.uk/Governance.html>