



## About Phosphoros Theatre

We've grown from a weekly drama workshop in a living room to a nationally recognised, industry leading theatre company. We are looking for a new Treasurer to join our board of trustees to ensure financial viability and help develop our financial vision for the future. We are looking for someone who believes in the transformative potential of community based theatre, and is interested in sharing their financial expertise with us.

We're looking for applicants with professional backgrounds in charity or commercial finance and are particularly interested in meeting individuals with lived experience of forced migration. Candidates will share our love of high quality, inclusive theatre and performance, as well as our commitment to working with, for and alongside refugee communities.

Responsibilities of the role are:

- Overseeing and presenting budgets, accounts and financial statements to the board.
- Assuring the board that Phosphoros's resources are being properly managed in line with both its constitution and charity law.
- Ensuring financial activity complies with relevant regulations.
- Ensuring proper systems are in place for financial control.
- Advising the board on financial risk management.

Applicants do not need previous charity board experience, but knowledge of the charity sector will be useful in the role. We aim to maintain a truly diverse Board comprising experienced trustees and those who are new to the role.

Trustees are unpaid volunteers and must be able to attend quarterly Board meetings. To keep abreast of our work and show support to the community we serve, trustees attend at least one Phosphoros Theatre production per year.

# phosphoros theatre

*bringing the unseen to light*

We are looking for a treasurer that is able to offer at least 4 hours of time to the charity per month. As well as making time to read and prepare paperwork in advance of Board meetings, and contributing to other activities as appropriate, for example strategic planning days, fundraising, interviews and specific working groups. As well as making time to read and prepare paperwork in advance of Board meetings, and contributing to other activities as appropriate, for example strategic planning days, fundraising, interviews and specific working groups, Trustees will also provide appropriate support as needed to the executive team

Board meetings are usually held on weekday evenings in London (occasionally online). We aim to schedule board meetings at least 3 months ahead. Travel costs will be paid if they are a barrier. Trustees have a 1, 2 or 3 year tenure with the Charity, with an opportunity to renew for a second term.

## Person Specification

Qualified and experienced accountant. Experience and knowledge of fundraising commercial/charity finance, budgeting and accounting.

Additionally candidates will have the following qualities:

- Passion for championing refugee focussed arts
- Strategic thinking
- Excellent communication skills
- Confidence and a willingness to speak their mind and ask tricky questions
- Team work and collaboration skills
- Understanding of safeguarding and confidentiality
- Independent judgement
- Commitment to making meetings inclusive and welcoming to Trustees with all levels of experience
- Advocacy and networking skills to help us build new relationships
- Willingness to offer expertise, skills and personal insight to support us

## Application process

Please provide your CV with a covering letter/email explaining why you are interested in becoming Treasurer and the skills and experience you would bring to the role. These should be sent to [juliet@phosphorostheatre.com](mailto:juliet@phosphorostheatre.com) no later than 10am on Friday 5th April 2024.

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Suitable applicants will be interviewed by a panel consisting of current trustees, members of the executive team and members of the company. **Interviews will take place between 5-8pm on Tuesday 16 and Thursday 18 April 2024.** These will take place in person in London, with a remote option available if needed. Recommendations for appointment will be put to the full Board for approval.

You are very welcome to have an informal conversation with a member of the executive team or existing trustee to find out more about us and what the role involves. Please contact [juliet@phosphorostheatre.com](mailto:juliet@phosphorostheatre.com) to arrange a phone conversation or online meeting.