



TURF PROJECTS

WE'RE LOOKING FOR A... TREASURER

We're currently looking for a Trustee & Treasurer to join the Turf Projects Board of trustees, to work alongside the Board, Director and Finance Officer, from when our current treasurer steps down in March 2021. We're looking for someone who has a keen interest in the arts & communities and financial expertise to help us take the organisation forward.

About us

Founded in 2013 by Croydon locals, Turf Projects is the first entirely artist-run contemporary art space in Croydon, South London. Turf currently exists across two meanwhile-use retail units. A registered charity (#1160527), Turf has supported the work of over 400 artists to date through a programme of free public exhibitions, workshops and events. Turf also run vocational skills workshops for artists, [MOSS](#) (a collective of learning disabled adult artists), [Art Press](#) (a young people's collective of Croydon locals aged 14-21), a support & residency programme for Croydon School of Art students, family workshops, projects with local schools & more.

Outline of Duties

General

- To adhere to Turf Projects' code of conduct & conflict of interest policies for trustees
- Attend quarterly meetings with the Board of Trustees and the Turf team & additional meetings in exceptional circumstances as required

Finance

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensuring the charity keeps proper accounts and that the charity has robust and effective financial controls & policies in place
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports, accounts and audits
- Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising etc).
- Oversee the production of the yearly & 3 yearly budgets, and approve certain payments
- Proactively brainstorm with the Team and Board on processes to increase reserves, efficiencies, resilience and improve cost control.
- Play an active role in strategic discussions and share expertise to help shape long term success.
- Good working knowledge of Xero is desirable to support Finance Officer

To apply

If you're interested in this position please get in touch with Alice Cretney (alice@turf-projects.com) for more information. We will send you a copy of our Charitable Constitution, Report & Accounts from 2019/20, Code of Conduct & Conflict of Interest Policies, and Trustee Skills Survey.