The West House and Heath Robinson Museum Trust – Finance Trustee

West House is located in Pinner Memorial Park and is steeped in history. Once the home of the grandson of Admiral Lord Nelson and Lady Hamilton, the house and its grounds were purchased by the people of Pinner after the second world war. Today West House is a thriving community amenity, housing the Heath Robinson Museum, Daisy's café and the Verden Event Rooms offering a broad range of events and activities including: exhibitions, readings and theatrical performances. We are run by a highly skilled and motivated team including our fabulous body of more than 100 volunteers.

The Heath Robinson Museum was officially opened in 2016, the first London museum in over 40 years to be purpose-built. It is now widely recognised as a national and international centre for the understanding and appreciation of the life and work of William Heath Robinson, and for the development of the wider study of the history of illustration as an art form.

We are seeking to recruit a Finance Trustee to support the museum in its financial planning. We are particularly interested in hearing from you if you hold a professional accountancy qualification and have a proven ability to communicate and explain financial information to Board members and other stakeholders. Experience of small charities would be beneficial and an understanding of the legal duties, responsibilities and liabilities of trusteeship would be desirable.

Role Description

The Finance Trustee will work alongside the Treasurer and oversee the financial matters of the charity in line with good practice and legal requirements, with a particular emphasis on budgeting, review of management accounts and ensuring effective controls. Main duties will include:

- Liaising regularly with the Board and supporting them on financial matters.
- Attending 3 to 4 trustee meetings per annum.
- Supporting the Board to monitor the viability of the charity, including preparation of detailed budgets.
- In conjunction with the external accountants and Treasurer, reviewing financial processes and procedures for the control of the museum's assets.
- Advising on the financial implications of the museum's strategic plan.
- Reviewing the annual accounts and, where applicable, liaising with the museum's independent examiner to ensure the accounts are compliant with the Charities Statement of Recommended Practice (SORP).
- Ensuring that sound financial management is maintained and that income and expenditure is in line with the museum's objectives.