



36 Lime Street

Role Profile: Volunteer Treasurer

Would you like to help shape the future of one of the North East's best-known artist studio buildings?

36 Lime Street is looking for a volunteer Treasurer to join our Board of Trustees at an important time in the organisation's development.

Based in the Ouseburn Valley in Newcastle upon Tyne, 36 Lime Street is home to more than 50 artists, makers and designers working across five floors of a historic former flax mill.

We became a registered charity in 2022 and, four years on, are now entering an exciting new phase. We have recently secured significant investment towards a major programme of capital works to safeguard and improve the building, alongside developing our programme of public engagement and community activity.

We are looking for someone with financial experience and an interest in the arts, heritage or community organisations who can help us maintain strong financial governance and make sound financial decisions as we move into this next stage.

About 36 Lime Street

36 Lime Street is the oldest artist studio group in the North East, providing affordable studio space for more than 50 artists, makers and designers.

Our diverse community includes sculptors, painters, glass artists, jewellers, ceramicists, textile artists, furniture makers, visual artists, musicians, puppeteers, designers, graphic designers, photographers and many others.

Formerly a flax mill, the building has been home to artists since 1983, when Mike Mould created a space for artists in the derelict warehouse.

Our guiding principle remains simple: to provide secure, affordable studio spaces for artists and creative businesses while contributing to the regeneration of the building and the wider Ouseburn area.

In 2022, 36 Lime Street became a registered charity, with charitable objectives centred on advancing the appreciation of the arts for the benefit of the public.



Since then, we have been developing our programme of public engagement, creating opportunities for more people to access the building, meet artists and makers, take part in creative activity and engage with the heritage of 36 Lime Street.

We have also recently been awarded **£847,932 through Arts Council England's Creative Foundations Fund**, part of the Government's Arts Everywhere programme delivered on behalf of the Department for Culture, Media and Sport.

This significant investment is supporting a programme of essential capital works to safeguard the future of the building, improve its facilities and accessibility, and support our longer-term programme of public engagement.

About the role

The Treasurer is a key member of the 36 Lime Street Board of Trustees, working closely with the Chair, fellow trustees and our Building and Studios Manager.

The Treasurer will provide financial oversight and advice to the Board, helping ensure that the charity remains financially well managed, sustainable and compliant as it develops.

The role will include:

- Overseeing the financial affairs of the charity and ensuring that appropriate financial controls and procedures are in place.
- Working with the Building and Studios Manager to monitor the charity's financial position, cash flow, budgets and forecasts.
- Providing regular financial reports and updates to the Board of Trustees.
- Identifying and highlighting key financial risks and opportunities to the Board.
- Ensuring that the charity meets its financial responsibilities under charity law, company law, VAT requirements and other relevant legislation and regulation.
- Supporting the Board in developing and reviewing budgets and longer-term financial plans.
- Providing financial advice and oversight in relation to our major capital works programme and other significant projects.
- Providing financial expertise and advice when developing funding applications and project budgets.
- Payroll & pension administration for 1 employee monthly through online platforms
- Working with our external accountants on annual accounts, VAT and other financial matters



- Helping the Board understand the financial implications of major decisions and ensuring that appropriate financial information is available to support those decisions.
- Advising the Board on financial policies, procedures and risk management where appropriate.

The Treasurer is **not expected to undertake the charity's day-to-day bookkeeping or administration**, which is managed by staff and external accountants.

About you

We are looking for someone who has a good understanding of financial management and would be comfortable taking responsibility for financial oversight at Board level.

You might be, or have previously been, an accountant, finance manager, bookkeeper, financial adviser, business owner or someone with relevant financial management experience.

Experience of working with a charity, community organisation, arts organisation or other not-for-profit organisation would be useful, but is not essential.

We are particularly interested in someone who can:

- Understand and interpret financial information and explain it clearly to other trustees.
- Take a practical and proportionate approach to financial management and risk.
- Ask the right questions and provide constructive challenge when needed.
- Understand the importance of good financial controls and governance.
- Work collaboratively with trustees, staff and external accountants.
- Take an interest in the wider aims and ambitions of 36 Lime Street.

You do not need to be an accountant or have previous experience as a charity Treasurer if you have relevant financial experience and the confidence to take on the role.

Most importantly, you will want to be involved in a small, community-focused charity at an exciting point in its development and help secure the future of an important creative and heritage building.

Time commitment

We estimate that the role will require approximately **2 hours per week on average**, although this will vary depending on the time of year and the needs of the organisation.



The Treasurer will attend regular Board meetings and will have regular contact with the Chair and Building and Studios Manager.

We are happy to discuss how the role can fit around your existing work and other commitments.

What we can offer

- The opportunity to play a meaningful role in the future of an important creative and heritage building.
- The chance to contribute your financial expertise to a growing arts charity.
- An interesting and varied role involving charity governance, a significant capital project and the development of our public engagement programme.
- An induction to 36 Lime Street, the charity and the role.
- A friendly and supportive Board and staff team.
- Flexibility around time commitment and duties.
- Reimbursement of agreed travel expenses.

How to apply

If you are interested in becoming our Volunteer Treasurer, or would like an informal conversation to find out more about the role, please email:

info@36limestreet.co.uk

Please use **'Treasurer Volunteer'** as the email subject and we will be in touch.

We would be very happy to have an informal conversation before you decide whether to apply.

Thank you for taking the time to read our role profile. We hope to hear from you.

Ziad Jabroo

Chair, 36 Lime Street Board of Trustees

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Registered Charity Number **1200138**