



Melville Centre for the Arts Community Interest Company
Finance Director

Welcome to the Melville Centre for the Arts CIC

Finance Director Recruitment Pack 2022

*Nurturing your natural creativity
in a safe, inclusive space*



**Melville Centre for the Arts Community Interest Company
Finance Director**

The Melville Centre for the Arts is a Community Interest Company based in Pen y Pound Abergavenny and is currently working towards a Community Asset Transfer of the building and site of the former King Henry VIII Grammar School.

All Directors are volunteers, but this does not mean that we do not have ambitious plans, and we are looking to recruit a new Finance Director to join our Board help us deliver our vision for the future.

We are looking for individuals who have experience in key areas. Your experience will be supported by your drive, commitment, and passion to help create an environment where our community can thrive, participate in the arts, culture, and help to create the heritage of the future.

If you believe that you have the skills to be able to help us, we look forward to hearing from you. For an informal discussion please contact Ian Smith, outgoing Finance Director via smithid37@gmail.com or melvillecentrearts@gmail.com

Applications are requested in the form of letter outlining how you believe that your experience matches our requirements set out in the Role Description together with a CV.

Closing date for applications 17th November 2022

Applications can be submitted by emailing melvillecentrearts@gmail.com or by post to The Melville Centre for the Arts, 3 – 5 Pen y Pound, Abergavenny NP7 5UD

We look forward to hearing from you!



**Melville Centre for the Arts Community Interest Company
Finance Director**

Finance Director Role Description

The new Director will be responsible to the Board for all the functions normally associated with the role of a Financial Director.

These include:

- Preparation of Annual Accounts and tax computations in person or as delegated
- Lodging Annual Accounts and Confirmation Statements with Companies House
- Preparation of budgets and latest estimates
- Financial reports for each Board meeting
- Maintaining financial records in person or as delegated
- Ensuring that internal financial controls are robust and that procedures are adhered to
- Control of the bank account in association with other authorising Directors, including ensuring the prompt banking of receipts and payment of suppliers
- Ensuring that invoices to users of the Centre are raised promptly
- Liaising with other Directors on any grant applications and on other matters financial

In addition, the new Director should be familiar both with the Articles of Association dealing with the governance of the Community Interest Company, and with the Company's non-financial procedures.

Although a Company Secretary is not required by company law, it may be considered desirable for the new Financial Director to take on that role in the future.