

# CFCCA

## CENTRE FOR CHINESE CONTEMPORARY ART

### Treasurer/Finance Trustee

### Recruitment pack

#### Overview of Opportunity

Welcome to the CFCCA Treasurer Recruitment Pack and thank you for your interest in the role of Treasurer.

Centre for Chinese Contemporary Art has been part of Manchester's flourishing cultural scene for almost 35 years. CFCCA is a gallery with a national role and international perspective that brings together the global and the local, providing both art and a space for conversation, debate and cross-cultural exchange. We aim to challenge perceptions, cross perceived barriers and question dominant cultural norms. Our history is rich and we want to ensure that our future is equally so.

We are seeking a Treasurer to join the CFCCA Board with significant financial skills to support the organisation and ensure its financial viability.

We want our Board to be fully representative of the artists and audiences we seek to engage. People with an existing interest and knowledge of Chinese contemporary art and culture are particularly welcome to apply.

In this application pack you will find background information on CFCCA, a description of the role and information on how to apply.

If you would like an informal conversation to discuss the role or CFCCA, we would be delighted to hear from you. Our Chair is available to give further insight and context, please refer to 'How to Apply' section.

Thank you for showing an interest in this role and we look forward to receiving your application.

#### About CFCCA

Founded in Manchester's Chinatown in 1986 as a festival of Chinese culture to bridge the gap between Chinese and non-Chinese communities, CFCCA has evolved over three decades, three venues and two name changes but has remained consistent in its mission as a charity, to support emerging artists of predominantly Chinese heritage to originate, present and promote exceptional contemporary art.

We aim to create meaningful encounters between artists and audiences through a lively public programme of exhibitions, artist residencies, engagement projects and events, both on site and in partnership with other cultural and educational institutions. We are a small and ambitious arts organisation characterised by a committed network of volunteers, artists, schools, universities and community organisations that have been instrumental in shaping our programme.

CFCCA is based in Manchester's lively Northern Quarter. As a vibrant artistic city, Manchester is home to a busy population of artists and creators and CFCCA is proud to be part of the area's thriving contemporary arts scene. Our RIBA award-winning building houses two galleries, a purpose-built residency studio and accommodation, offices, a shop and a meeting space known as the Jasmine Suite for events and external hires.

The new Treasurer will join CFCCA at an important time as we embark on a significant period of organisational change and strategic direction.

### **Role of Treasurer**

This is a public role that will require someone with substantial financial experience. The organisation employs a part-time Finance Manager as a member of the Executive team. The Treasurer will need to take an overview of the organisation's financial position ensuring its financial viability and that proper and appropriate financial records and procedures are in place and fully maintained.

### **Treasurer responsibilities**

- To ensure the Board fulfils its financial responsibilities and that the organisation operates in accordance with financial requirements;
- To ensure that appropriate accounting procedures and controls are in place;
- To protect and manage CFCCAs assets and to ensure the proper investment of CFCCAs funds;
- Advise the Board on the financial implications of CFCCAs strategic plans and any considerations regarding the financial stability of the organisation;
- To provide support, challenge and encouragement to the Executive staff, offering an external perspective and oversight;
- To Chair the CFCCA Finance and HR Committee;
- To ensure that CFCCA complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations;
- To ensure that CFCCA pursues its objects as defined in its Articles of Association;
- To maintain proper financial control and ensure that CFCCA applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are;
- To participate in a review with the auditors of the end of year financial accounts and ensure that the Executive team implement any recommendations;
- To sit on interview panels as required;
- To be aware of and abstain from any conflicts of interest

### **Treasurer: Person Specification**

- At least three years' experience of financial analysis and budgeting;
- Partially or fully qualified Accountant, or with equivalent experience;
- Experience of and understanding of regulations and compliance in terms of financial reporting for charity sector, including charity VAT;
- Understanding of the fiduciary and legal responsibilities and liabilities of a Board and Charity trustee;
- An appreciation and understanding of Chinese art and culture;

- Confident and effective communicator and decision maker able to lead discussion and focus on key issues;
- Understanding of CFCCA, our work and ambitions;
- Understanding of and commitment to Equality, Diversity and Inclusion
- Willingness to devote the necessary time to the duties of Treasurer and Trustee.

### **Term**

The Treasurer serves for a three year term renewable for a further three years up to a maximum of six years

### **Location**

CFCCA is located in Manchester, UK. However, the organisation is open to remote working.

### **Time Commitment**

CFCCA holds 4 formal Board meetings a year, including its AGM. The Treasurer will Chair Finance & HR Committee meetings which are held quarterly and attend the quarterly Board meetings. The Treasurer will also work closely with the Director and Finance Manager.

### **Remuneration**

This is a voluntary role so there is no remuneration but reasonable expenses will be reimbursed.

### **CFCCA Board and Director**

The CFCCA Board is responsible for setting policy and general oversight of all the functions and activities of CFCCA. Strategic leadership and day-to-day management responsibility is delegated to the Director who leads the staff team.

An organisational business plan for the charity sets the agenda for the year including a budget and KPIs established to monitor and review progress.

### **Trustees (in alphabetical order):**

Patrick Alexander: Principal – Head of International Development  
MAG-O

Nick Buckley Wood (Chair): Director Private Sales, Sotheby's Hong Kong

Tessa Jackson OBE: Independent curator, writer and cultural advisor

Chris Lau: International Markets Lead, West Midlands Growth Company

Professor Allan Walker: Dean of the School of Arts Media and Creative Technology, University of Salford

Thanh Sinden is our Interim Executive Director

## **CFCCA Funding**

CFCCA currently receives regular funding from Arts Council England as a National Portfolio Organisation. In addition to this funding, CFCCA raises income through fundraising initiatives, trusts and foundations, consultancy work, partnership funding, workshops and events and in-kind support as well as leveraging money for projects from international sources.

In addition, CFCCA receives commercial income from retail and other activities. Diversifying our funding sources is an ongoing priority for the organisation

## **Representation, Equity Diversity and Inclusion**

Our organisation should be representative of the artists, communities and audiences we seek to engage, to represent and exists as a platform for them. In a commitment to positive action, therefore, we particularly encourage applications from candidates of Chinese heritage, to bring the necessary lived experience and nuanced understandings of being Chinese in the governance of CFCCA.

CFCCA is committed to inclusivity and developing equitable practice. This is an evolving process. We consider diversity a strength and are keen to make our workforce more representative of the different backgrounds and experiences that make up our communities. We acknowledge the multiple barriers that many communities face, and we work to remove these in our programmes and organisation. We particularly welcome applications from people who are currently underrepresented in the UK arts sector, including those from Global Ethnic Majority backgrounds, those who identify as D/deaf, disabled or neurodivergent, LGBTQIA+, are early in their careers and those from lower socio-economic backgrounds or living or working in areas of socio-economic deprivation.

We will support any access requirements candidates may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equality Act 2010. Please complete our Equality Monitoring and Further Information forms and return with your application. All information is treated as strictly confidential in compliance with the Data Protection Act.

If you require any access support at any stage of your application, please inform Thanh Sinden: [thanh@cfcca.org.uk](mailto:thanh@cfcca.org.uk)

## **Application process**

We would be very pleased to receive your expression of interest for this role in written form (no more than 2 pages A4) or in a short 2 minutes video/audio recording.

If you would like an initial informal conversation about the opportunity, please contact:

CFCCA's Chair, Nick Buckley Wood email: [board@cfcca.org.uk](mailto:board@cfcca.org.uk)

Please title your email 'Treasurer Recruitment'.

For more information please visit our website: [www.cfcca.org.uk](http://www.cfcca.org.uk)

To apply, please submit an expression of interest (written or video/audio recording), and a CV to: [board@cfcca.org.uk](mailto:board@cfcca.org.uk)

Your expression of interest should detail your interest in the role and reasons for applying, as well as highlighting your particular skills and experiences in relation to the person specification.

### **Recruitment Timetable**

Expressions of Interest by: 30<sup>th</sup> November 2021

Meet the Board and Interim Executive Director: W/c 6<sup>th</sup> December 2021 as agreed with prospective finance trustee

### **Further information**

To find out more about CFCCA please visit [www.cfcca.org.uk](http://www.cfcca.org.uk)

For further information about charities and being a trustee please visit <https://www.gov.uk/running-charity/trustee-role-board>

Thank you for reading this document.  
We look forward to hearing from you.