

Call for Board Director (voluntary)

Leitrim Arts Development CLG trading as The Dock is seeking a Board Director with finance management expertise to provide leadership on financial oversight. The Board Director will support the Board to ensure that The Dock is financially sustainable and compliant with charity and company law, funder requirements, and the Charities Governance Code.

Time commitment: 6 meetings per year.

Term: 3-year term.

Key responsibilities

Governance and compliance

- Ensure that financial management, reporting, and controls support the organisation's charitable purposes and public benefit.
- Help ensure compliance with the Charities Act 2009, Companies Act obligations for CLGs, and reporting to the Charities Regulator and Companies Registration Office

Financial oversight and planning

- Lead Board scrutiny of annual budgets, management accounts, cash-flow forecasts and year-end financial statements, explaining key issues and risks in accessible terms.
- Work with the Treasurer and senior management to support medium- and long-term financial planning.

Internal financial controls and risk

- Promote and review proportionate internal financial controls in line with Charity Regulator guidance.
- Contribute to the charity's risk register, particularly around financial, regulatory, and funding risks, and ensure that mitigations are implemented and monitored.

Board contribution

- Attend and actively participate in Board and Finance Subcommittee meetings, having read papers in advance.
- Support the Board's own effectiveness by contributing to governance reviews, financial policy development, and trustee induction on finance matters.

Person specification

Essential

- Significant experience in financial management, accounting, audit, or related fields.
- Ability to interpret and explain financial information to non-specialists.
- Understanding of risk and internal control in organisations that manage public funds.

Desirable

- Experience of charity finance, arts organisations, or other cultural/non-profit bodies.
- Familiarity with the Charities Governance Code and the legal duties of charity trustees.
- Experience on a finance, audit or risk committee, or as Treasurer or similar officer.

Eligibility

- Over 18 and not disqualified from acting as a company director or charity trustee.

How to apply

To apply, please submit the information below to Joanne Laws, Chairperson, at thedockboard@gmail.com

- A short cover letter explaining why you wish to join the Board, how your financial management and governance experience meets the requirements of this role, and how you see the distinction between a strategic trustee role and an operational staff role.
- A short résumé highlighting your professional finance, accounting, audit, risk or governance experience, relevant qualifications, and any previous charity, arts or community board roles.
- The contact details for two referees (name, role, organisation, email and phone), at least one of whom can comment on your financial and governance judgement; referees will only be contacted after interview and with your consent.
- A short note outlining any actual or potential conflicts of interest you may have in relation to Leitrim Arts Development CLG trading as The Dock and how these could be managed.

ENDS.
