



APOLLO MUSIC PROJECTS – TRUSTEE AND TREASURER

ABOUT US

Apollo Music Projects is a music education charity that transforms the lives of children in deprived areas through the magic of live classical music. We offer children an experience that enhances and enriches their education, giving them access to something they would not experience otherwise. Since 2004, over 13,000 underprivileged children from primary and special schools in deprived parts of London have benefitted from our programmes.

This short video illustrates the impact we have on our young audience:

[Apollo Music Projects on BBC2's Artsnight with Armando Iannucci](#)

Currently London-based, with plans to expand.

Our short term focus post-pandemic is re-establishing our core programme and getting back to pre-pandemic levels of activity, whilst developing the foundations for future expansion. In order to achieve our growth objectives, we need to market ourselves into new areas, as well as adapt our business model and operating base to support this growth. We also need to expand our fundraising base, in particular focusing on increased corporate giving, so we create long-term funding streams. We are looking to strengthen our Board to support Apollo through these challenges.

Our Board of Trustees consists of nine people who all come from different professional backgrounds and have a range of experiences. In Trustees, we look for people who are passionate about what we do, who can contribute to our expansion plans and who can challenge our current thinking and processes in a constructive way. Prior experience as a charity trustee is not required.

As a Board, we meet four times a year, but depending on your skills, contacts and time, there are a number of ongoing initiatives that Trustees can get involved in and contribute to.

WHAT WILL YOU BE DOING?

We are looking for a Treasurer to join the Charity's Board of Trustees.

The Treasurer role requires an understanding of charitable financial practice and accounting, and of financial management at an organisational level. Qualification from a recognised accountancy body (ICAEW, CIMA, CIPFA etc.) is desirable but not required, as is prior experience working for an Arts organisation.

The Treasurer will:

- Ensure that the annual financial statements are complete and accurate, reflecting a true and fair picture of the Charity's position in line with regulation and legislation, and in compliance with SORP
- Guide and advise the Board of Trustees in the approval and review of budgets, accounts, and financial statements, as well as on the financial implications of the strategic and operational plans of the Charity.
- Oversee and present the results of budgets, management accounts and the annual financial statements to the Board of Trustees.



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- Lead in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
- Confirm that the Charity's financial resources meet present and future needs.
- Work alongside and support the Chief Executive and Finance Officer who undertake the bookkeeping and day-to-day financial activity to ensure sound accounting procedures and financial controls are in place.
- Ensure independent examination of the accounts is properly carried out and that accepted recommendations of the independent examiner are implemented.
- Present the accounts at the annual general meeting and facilitate discussion of important issues.

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WHAT ARE WE LOOKING FOR?

The most important credential for anyone on our Board is that they understand what Apollo Music Projects does, the benefits to children it brings, and are passionate about helping us secure our future. As such, it is not a prerequisite to have prior experience as a Trustee on a charity Board.

- A clear commitment to the values and objectives of Apollo Music Projects
- A willingness to devote the necessary time and effort over a minimum 3 year term
- The ability to work effectively as a member of a team whilst contributing an independent perspective
- The ability to think strategically and challenge constructively
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship as well of the respective roles of the chair, trustees, and executive management
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

The Treasurer will also be a full trustee of the Board and general responsibilities will include:

- Providing guidance and oversight to ensure that Apollo Music Projects develops the structure and financial sustainability to deliver on its objectives
- Participating in the setting of strategy and the evaluation of performance
- Acting as an ambassador for Apollo Music Projects
- Ensuring that Apollo Music Projects complies with charity law

Apollo Music Projects is committed to building a board which is reflective of the communities it serves. Therefore, applications are particularly welcome from candidates from minority ethnic backgrounds.



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WHAT DIFFERENCE WILL YOU MAKE?

The Treasurer will have a vital role to play as the organisation grows over the next few years. In order to meet our goals of bringing music to more children each year we need to ensure that the financial affairs of the organisation are well-managed and that we can plan ahead with confidence.

HOW TO APPLY

Please send your latest CV and a covering letter to chair@apollomusicprojects.org. Within your covering letter, please include how you see yourself contributing to the next stage of Apollo's growth in the coming 2-3 years.

The role will remain open until we have found the right candidate. The current Treasurer will stand down once a suitable candidate has been found and a thorough handover completed.

A FEW MORE DETAILS

Please visit our website to find out more about what we do:

<https://www.apollomusicprojects.org/>

Here are some useful links:

[Apollo Music Projects on BBC2's Artsnight with Armando Iannucci](#)

[Apollo Music Projects - inspiring children through the magic of live music](#)

[Apollo Music Projects Chamber Orchestra Workshop 2021](#)

[Apollo Music Projects Symphony Orchestra Concert 2021](#)

[Apollo Music Projects 2014](#)

Impact Report can be read [here](#).