



THE STAINED  
GLASS MUSEUM

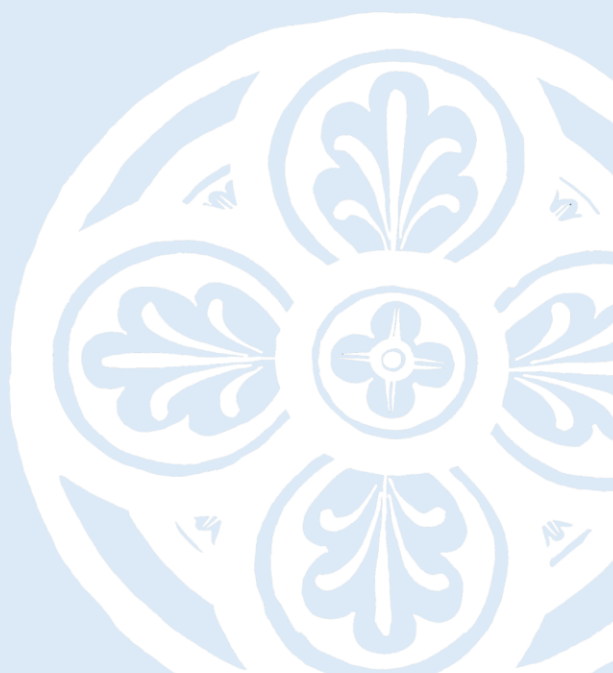
*inspiring stories in glass, light and colour*

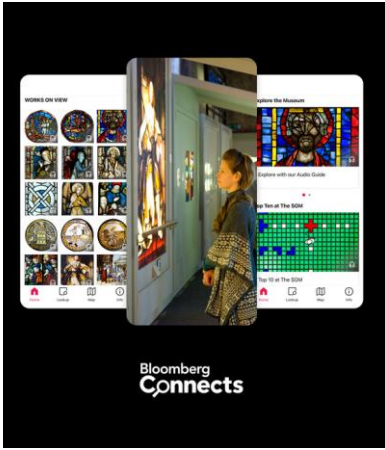
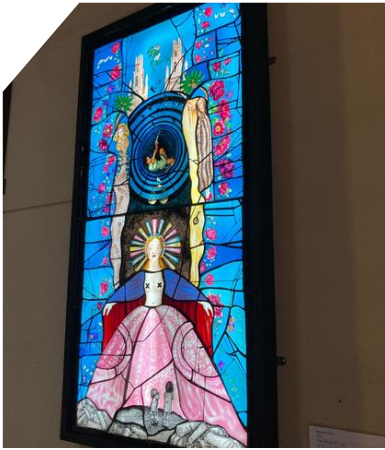
# TRUSTEE TREASURER

## RECRUITMENT PACK

2025

Charity no. 1169842  
Accredited Museum no. 574







# INTRODUCTION FROM BOARD OF TRUSTEES AND THE DIRECTOR

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## A National Role in a National Story

The Stained Glass Museum exists to champion one of Britain's most distinctive art forms. As the only museum in the UK dedicated to the art and craft of stained glass, our mission is to share its cultural, historical, and artistic significance with audiences of all ages and backgrounds.

The Treasurer's role is an important and rewarding one which is vital to the successful running of the museum, which is a small charity. As we pursue our next strategic chapter—improving access, implementing a new fundraising strategy, expanding our audience, and securing a new long-term home—the Treasurer will advise, guide and reassure the Board of Trustees on all aspects of the museum's financial management and reporting (internal and external), control systems, solvency, risk management and investments.

You would be joining our board at a pivotal time, as we implement a new Fundraising Strategy, look to grow a new Collections Endowment Fund to help align our income with our expenditure, build on our campaigns, broaden our advocacy to mobilise greater support and achieve change.

This is a rewarding opportunity for someone with financial acumen and experience in financial management to play a key role in managing the finances of and overseeing the future success of a nationally significant cultural institution.

SGM Board of Trustees and Dr Jasmine Allen, Director



# ABOUT THE STAINED GLASS MUSEUM

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The Stained Glass Museum is an independent museum and registered charity, fully accredited with the Arts Council. Originally established in 1972 as a place of rescue for stained glass from ruined or redundant buildings, half a century later the museum still plays an active role in collecting, interpreting and preserving fine examples of stained glass from the past and present day.

The charity is governed by a Board of Trustees and managed by a small team of staff, led by the Director. The overall staff team equates to just under 5 FTE. The museum's annual turnover is around £300,000 per annum. For more information on the museum's finances see the Museum's annual reports: [www.stainedglassmuseum.com/annualreview](http://www.stainedglassmuseum.com/annualreview)

The museum operates a permanent public gallery in a space in the triforium of Ely Cathedral, Cambridgeshire, which is rented from the Dean and Chapter. Within the south triforium is a permanent exhibition of more than 125 stained glass panels from our growing collection as well as objects on loan from partners including the V&A and the Royal Collection. This chronological display gives a unique insight into the fascinating history of stained glass, an art-form that has been practised in Britain for at least thirteen hundred years. Several 'hands-on' learning zones have been introduced to the gallery in recent years for younger visitors (and the young at heart!).

The museum currently attracts more than 17,000 paying visitors annually and engages with 2,000+ school-aged children and 200+ adults through our learning and workshops programme each year. The museum has a growing combined social media following of 19,500.





# MISSION AND VISION

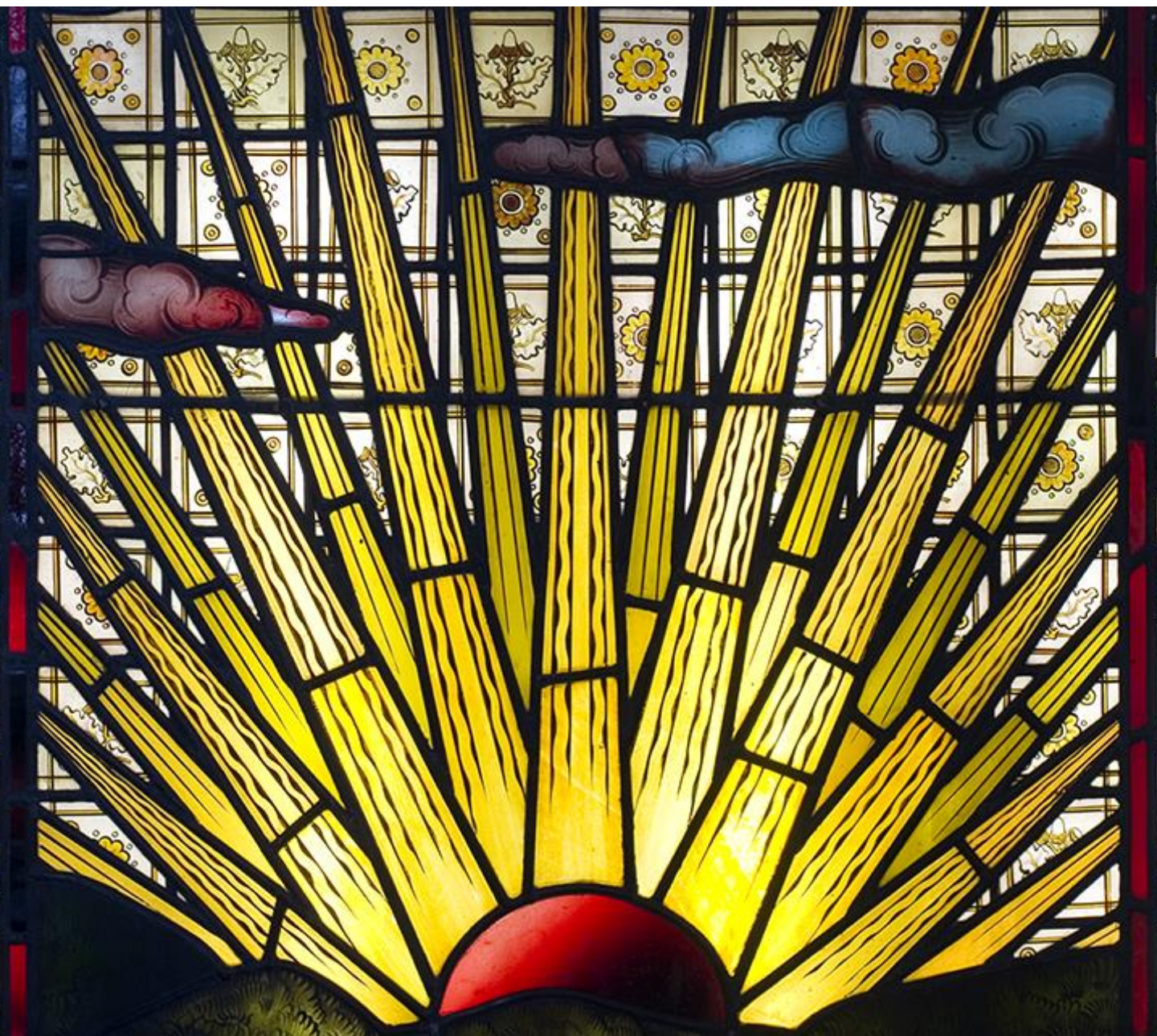
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## Our Vision

To be the national centre for enjoying and understanding stained glass through storytelling, creativity, and research.

## Our Mission

To share with everyone the cultural and artistic importance of stained glass.



# THE ROLE OF TRUSTEE TREASURER

The role of the Treasurer is to monitor, on behalf of the Board of Trustees, the financial operation of the museum. Working closely with the museum's Director and part-time Finance Officer, the Treasurer will report to the Board of Trustees at regular intervals the state of financial health of the museum, in line with best practice and in compliance with the governing document and legal requirements.

The Treasurer is involved in budgeting and strategic financial planning, financial and management reporting, risk assessment and risk management and will likely be involved in areas such as investments, governance, reserves and staff remuneration. The Treasurer will advise and support the Director and Finance Officer on the overall operation of the business of the museum.

Please see pp. [9-10](#) for the full role description and person specification.

## Summary of Key Responsibilities of the Treasurer:

- Ensuring financial compliance according to the Charity Commission, and other regulatory bodies.
- Overseeing the museum's finances, investments and reserves.
- Advising the Board on financial matters and managing financial risk.

## Desirable Experience:

- Experience in financial management. Understanding of charity accounting and regulations.

## Organisational Structure:

The successful candidate will join a Board of 10 members, including 3 newly recruited Board members, with diverse skillsets all of whom share an interest in heritage. For more information on the current Board of Trustees see our website: <https://stainedglassmuseum.com/team>.

The charity employs a dedicated staff team responsible for operating the museum leadership, visitors and retail, events and comms, learning, and finance. The Board of Trustees is not directly involved in the day-to-day operations of the charity.

## TIME COMMITMENT

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The Board meet five times a year, typically for about 2-3 hours on a weekday (currently Mondays and Thursdays). Most meetings are held online, with 1-2 per year in person (currently held in a hybrid format, enabling participation in person or via Zoom). Trustees receive papers in advance of Board meetings.

You may also be required to attend ad hoc sub-committees or working groups, key Museum events, stakeholder engagements and additional time may be required during preparation of accounts.

Please note that the position of Trustee is voluntary and unpaid, although we provide travel expenses to facilitate Board members' participation, if they wish to attend in person. All Board members serve terms of three-year periods, and a maximum of three terms.

## TRAINING AND SUPPORT

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The new Trustee Treasurer will benefit from a comprehensive induction process, which will include visiting the museum, meeting the staff and briefings on the responsibilities and duties as Treasurer.

They will also receive support and handover from the outgoing Treasurer. A planned handover period with the current long-serving Treasurer will take place in late 2025, with the new Treasurer formally beginning their term in early 2026.

Furthermore, we are happy to arrange additional extra support or training for the role if required. The Treasurer will work closely with the Director and Finance Officer to ensure they have all the necessary resources and guidance.

All Board members are welcome to attend museum and are free for Board members to attend. In person events are at a reduced rate to cover the cost of the entry fee (if applicable).



# INTERVIEW AND APPOINTMENT PROCESS

## How we select candidates

We will review candidates against our role description (see [pp.9-10](#)) to assess how well they meet our requirements. Interviews will be informal conversations so that candidates can get to know us in addition to us being able to assess if you have the skills and experience for our future.

Those invited for an interview will be asked to talk briefly to summarise what key financial challenges they think may be facing us over the next five years. During the interviews, we will be looking for individuals who possess:

- Enthusiasm for the charity and the fulfilment of its objectives.
- Experience of financial management and Charity governance.
- Acceptance of the legal role of a Trustee.

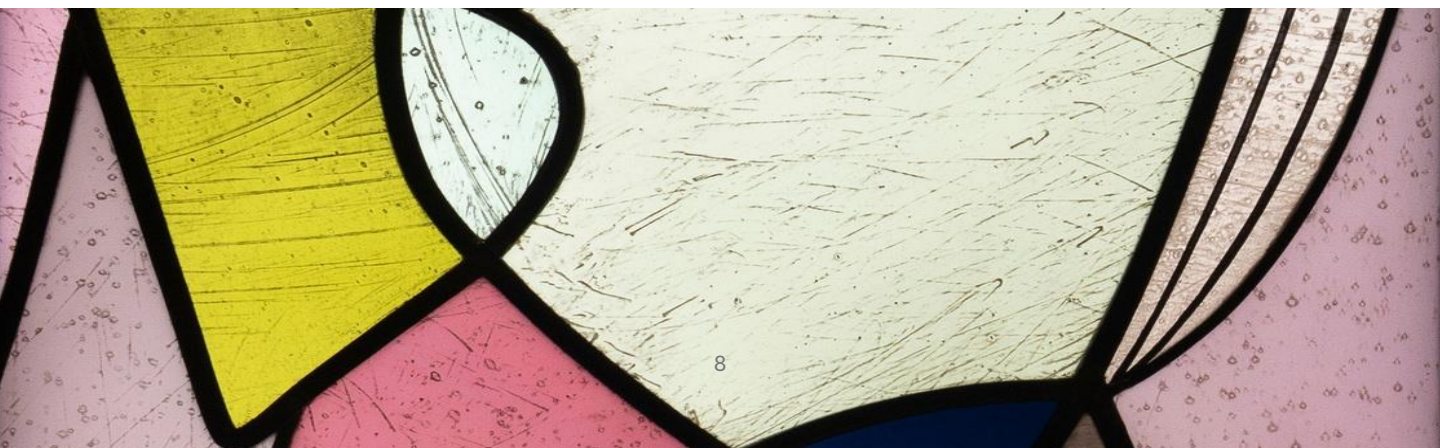
## How to Apply

If you would like to discuss the role before applying, please contact the Director, Jasmine Allen | [curator@stainedglassmuseum.com](mailto:curator@stainedglassmuseum.com) | 01353 660347.

To apply for the role of Trustee Treasurer, please send an email with a covering letter and CV to [curator@stainedglassmuseum.com](mailto:curator@stainedglassmuseum.com) : by **18 July 2025**

**Interviews will take place online with members of our recruitment panel w/c 28 July 2025, with a second in person meeting, as needed.**

Ideally the incoming Treasurer would be able to attend the autumn or winter Board meetings which will take place on Monday 15 September 2025 / Thursday 27 November 2025.





# **TREASURER - ROLE DESCRIPTION**

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## **Key Responsibilities**

In addition to the general duties of a trustee, the specific responsibilities of the Trustee Treasurer are:

## **Financial Operations**

- Monitoring accounts and financial statements.
- Ensuring that appropriate accounting procedures and controls are in place.
- Acting as a bank signatory and any application for funds, as required.
- Liaising with the Director, Finance Officer, and independent examiners about financial matters.

## **Reporting**

- Overseeing, and presenting budgets for the board's approval (in conjunction with the Director and other relevant members of staff).
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The Charity Commission and/or the Registrar of Companies.
- Keeping the board informed about its financial duties and responsibilities.
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and that any recommendations are implemented.

## **Governance and Board Development**

- Ensuring that the museum has an appropriate Reserves Policy.
- Ensuring that the museum has an appropriate Investment Policy.
- Ensuring that there is no conflict between any investment held and the aims and objects of The Stained Glass Museum
- Ensuring the museum's compliance with regulation and legislation.

## Planning, strategy and risk management

- Ensuring that the financial resources of the museum meet its present and future needs.
- Advising on the financial implications of the museum's strategic plans.
- Ensuring the financial risk of the museum is managed appropriately.

## Support and Transition

- Work closely with the outgoing Treasurer during a structured handover period in late 2025 to ensure a smooth transition.
- Collaborate with the broader Board, whose collective expertise spans museum practice, fundraising, education, project delivery, and digital innovation.
- Provide mentoring and guidance to the Finance Officer and contribute to the ongoing strengthening of the leadership team.

## Essential Qualities and Experience

- A good background in financial management, leadership, and communication.
- While not requiring formal accounting qualifications, candidates should demonstrate a solid understanding of financial principles, charity governance, and the ability to explain complex financial information in a clear and accessible manner.
- Experience of working in finances within charities or small businesses.
- An interest in stained glass, historic art collections, museums or material culture.

## JOIN US

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With over 40 years of success behind us and ambitious plans for the future, this is an opportunity to play a key role in the next stage of The Stained Glass Museum's development.

If you have a strong background in finance—and believe in the enduring power of stained glass to inspire, educate, and connect—then we would love to hear from you.

# **TREASURER - TRUSTEES RECRUITMENT FAQ**

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## **1. Do I have to have expertise in stained glass or museums?**

No, but we hope you will have a keen interest in stained glass, as well as an understanding of the role that museums play in the sector. You will be joining a group of people who have a real passion and expertise for our stained glass heritage.

## **2. I have never been a Trustee before, is that a problem?**

Not at all. We think we are a great charity to experience being a Trustee for the first time.

## **3. What do I gain from becoming a Trustee?**

- Contributing to a great cause
- Strategic experience
- Professional networks
- Developing skills and experience
- Team working

Read more here: <https://reachvolunteering.org.uk/blog/five-career-benefits-trusteeship>

## **4. What skills are you looking for?**

We are particularly seeking people whose skills lie in:

- Management and governance;
- Strategic and creative thinking;
- Representation of the charity and advocacy.

## **5. How can I find out more?**

Visit our website [www.stainedglassmuseum.com](http://www.stainedglassmuseum.com)

Get in touch via the contact details on [p. 8](#)





## **The Stained Glass Museum**

South Triforium, Ely Cathedral, Ely, CB7 4DL  
01353 660355 | [www.stainedglassmuseum.com](http://www.stainedglassmuseum.com)

Registered Charity no. 1169842  
Accredited Museum no. 574