

Abram Wilson
Finance Trustee Recruitment Pack
May 2023

Role: Trustee, with financial / accounting experience.

Location: Remote with a minimum of two in-person meetings each year in London

Time commitment: The Abram Wilson Board meets four times a year online. Each meeting lasts approximately two hours and members are required to read and comment on any papers or documents sent out for discussion in advance.

In addition, the Board holds regular in-person strategy sessions, which usually take place over a full morning or afternoon and can sometimes be in person in central London.

The postholder will be expected to give expertise and advice on specific aspects of a project or business development area as these arise and offer hands-on support for the CEO to carry out tasks in relation to finance (estimated at one day's support per month).

Reward: Contributing to the development of an innovative arts and cultural organisation focused on inspiring young people and artists as well as working alongside an interesting and committed group of people.

About Abram Wilson www.abramwilson.com

We inspire, connect and open doors to the music industry so that minoritised young talent has an equal chance to realise their creative potential.

Inspired by the critically acclaimed and award-winning musician Abram Wilson, we are here to champion underrepresented and unrecognised talent.

We provide visibility, access and opportunity within an industry, which is often closed to all but the most privileged. We meet young people exactly where they're at – whether that's at school, in the community or online – and encourage them to find their unique musical identity. And we offer practical support to emerging musicians and music professionals by sharing valuable connections and opportunities.

We take our name from Abram Wilson a renowned jazz trumpet-player from New Orleans, USA. He was as passionate about bringing through young talent, as he was about writing and playing.

His wife and manager Jennie Cashman Wilson founded this charity in his memory. Abram's experiences have influenced how our programmes happen, as part of an exciting and thriving UK jazz scene. And we continue to work hard to inspire a new generation of talent that is representative of the society we live in.

Our Programmes

Our **Career Development Programme** is about supporting up-and-coming artists with coaching, mentoring and career strategy sessions. We work to understand their vision so that together we can help them build their own sustainable careers. Artists learn how to identify key milestones, multiple income streams and the right team for them. As well as regular coaching and strategy sessions, they also gain access to industry professionals and opportunities to showcase their work and develop skills as music educators.

Future Sound is about connecting minoritised 11 to 18 year olds with inspiring, emerging professional jazz musicians who they can relate to and aspire to be like. But most importantly, who can show them that it's possible to have a career in the music industry.

Our Impact

Career Development Programme: since 2012 we've worked with more than 230 artists, supporting them with more than 340 hours of career strategy coaching and helping them secure, label signings, distribution deals, album and LP launches and multiple awards nominations.

Future Sound: since 2015 more than 650 young people have taken part in more than 550 hours of music education workshops in economically disadvantaged areas of London and Birmingham. Since 2013 we've reached audiences of more than 10,000 people with live performances across both programmes.

Purpose of the Abram Wilson Board of Trustees

Our board members reflect the UK's cultural and social diversity and help us build firm structures, extend our networks and partnerships, secure funding, develop our expertise and ensure correct compliance and governance.

Board Members are expected to

- Offer strategic support to Abram Wilson’s Executive Team on the development and delivery of our strategic business plan.
- Advise and support on the development of all aspects of creative projects and business, including branding and audience development.
- Help develop and contribute to the delivery of our fundraising and marketing strategies
- Act as ambassadors for our work.

Finance Trustee role

We are now looking for a finance specialist to join the Board and take a lead on the financial management of Abram Wilson. Joining a Board of five, the ideal candidate will be committed to Abram Wilson’s work values, vision and mission.

They will be a qualified accountant with considerable experience of charity finances.

In addition to attending quarterly Board meetings, the candidate will lead the Financial Subcommittee, meeting online with one other Trustee and the CEO, monthly, to monitor financial risks, provide scrutiny of the annual budget and prepare quarterly management accounts.

The candidate will be available to CEO and staff members for advice on financial management and reporting.

Role Specific Tasks

- Prepare management accounts and report the financial position at each quarterly Board meeting
- Liaise with Chair and Board to ensure the financial viability of the organisation
- With the CEO and staff team develop systems and templates to enable smooth financial processes
- Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them
- With the CEO, oversee the production of an annual budget
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
 - Signatories
 - Purchasing limits
 - Purchasing systems
 - Gift Aid
 - Financial management of successful grant applications

- Lead on appointing and liaising with auditors/an independent examiner
- Attend and chair the Financial Subcommittee
- Be the first point of contact at Board level for all financial issues

How to apply

Please send a CV and a brief cover letter (no more than 2 pages of A4) setting out why you're interested in becoming a member of the Advisory Board and what you may be able to contribute, for the attention of Oliver Carruthers, Strategic Consultant, Abram Wilson.

If you prefer, please feel free to send a link to a maximum of 5-minute video or audio application.

Deadline for applications: 5pm on Friday, 9th June 2023. Interviews will be held in late June / early July.

By email to ocarruthers@yahoo.co.uk

Access requirements

Please let us know if our application process needs to be adapted for your access requirements.