



WE'RE RECRUITING!

The Hand Engravers Association is seeking to appoint a new Treasurer for its Charitable Incorporated Organisation. This is a great opportunity for someone with a passion for Heritage Crafts to join an enthusiastic team and work with some of the best craftspeople in the country.

About the Association



Panel engraved by John Farman

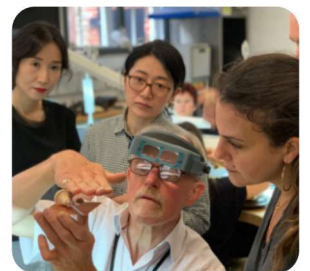
Hand engraving is the embellishment of precious objects using traditional engraving tools known as gravers. British hand engravers are some of the best in the world and it is crucial that we preserve this part of our heritage.

The Hand Engravers Association of Great Britain was formed in 2007 to raise the profile and preserve the skills of this specialist craft and its practitioners; encouraging apprenticeships, training courses, promotional events and academic research. It is now a small CIO with an annual turnover of around £25k, plus additional ring-fenced funding for special projects.

It aims to:

Raise the profile of hand engraving

- By *informing* the general public about this wonderful, traditional craft through exhibitions, seminars, workshops and in our own newsletter and website.
- **Provide education and training**
 - By running a programme of short engraving courses for all skill levels.
 - Encouraging established craftsmen to pass on their skills to the next generation of hand engravers.
 - Liaising with government and funding bodies to ensure craft training is adequately supported.
 - Facilitating and supporting apprenticeships with leading engravers.
 - Arranging specialist training days, talks and demonstrations for schools and colleges.
- **Stimulate debate and generate new ideas**
 - By providing a platform for the exchange of skills and ideas with regular meetings, workshops, social events, and a regular newsletter.



Dudley Withers teaching at Summer School.

The Role

The Hand Engravers Association currently has a small team of Trustees, of whom some are professional engravers. The Treasurer will be (or become) a Trustee of the Association. Trustee meetings are held around four times a year, sometimes in person and sometimes online. Trustees are encouraged to attend events on behalf of the Association and to contribute to the decision-making process. Currently, the Association does not have any salaried staff and its work is delivered by two part-time freelancers, with training courses led by experienced, professional engravers.

The Treasurer will work with Chair and other members of the Board of Trustees, aided by the Association's part-time Director and Administration Manager, to support the Association's objectives to advance, maintain and develop the heritage craft of Hand Engraving.

The Treasurer is expected to take an overview of the finances at the Hand Engravers Association. Day-to-day financial operations are handled by the Director and Administration Manager and the Treasurer will liaise closely with them.

Remuneration: The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel and other reasonable costs may be claimed

Time commitment: about 4 Board meetings per year. Additionally, the Treasurer is also expected to have regular meetings with the Director and Administration Manager. These meetings and events usually take place in or around London and the Home Counties, but there may be the occasional requirement to travel to other parts of the country.



Engraved seal with eagle design from Seal Engraving Course 2022

Key Responsibilities

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation on a quarterly basis.
- Oversee the production of necessary annual (or as required) financial reports/returns, accounts and audits.

Specifically

- To be a Trustee of the Hand Engravers Association and attend Trustee meetings as required
- Liaise with the Chair, the Trustees and the staff to ensure the financial viability of the organisation.
- Make fellow Trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at Trustee meetings (balance sheet, cash flow, fundraising performance etc).
- Present the accounts at the Association's Annual General Meeting
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- To be a bank signatory, manage payments to freelance staff and review pay rates on an annual basis
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Charity Commission requirements
 - Bank account signatories
 - Purchasing limits
 - Purchasing systems
 - Others as appropriate
- Lead on appointing and liaising with auditors/an independent examiner.

Qualities

- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly
- Ability to use online systems, competent user of MS Word, Excel, Outlook (or other email system), comfortable attending meetings virtually and in person (generally London)

Desirable:

- Knowledge and experience of current finance practice relevant to charities.
- Knowledge of the Charities Commission requirements.
- A willingness to represent the Association in discussions with funding bodies or other organisations as required
- A willingness to work with the Chair and the Director in the application for grant funding, and subsequent reporting
- Experience of an online accounting package (ie Quickbooks or Xero)
- Experience in a similar role

Terms

The Association's Trustees serve a three-year term, and are eligible for reappointment for additional terms.

How to Apply

Please send your CV and a covering letter describing why you are interested in the role and outlining how you would be able to contribute to the Association to Sally Dodson, Association Director manager@handengravers.org.uk by **midnight on Wednesday 12th October 2022**. We plan to hold interviews on Wednesday 19th October 2022.

If you are interested in finding out more about the Association, the role of Chair and/or Trustee, please contact Association Director, Sally Dodson (01732 301 821 (Wednesdays) / manager@handengravers.org.uk), or the current Chair of Trustees, Tim Roberts (01277 229 195 / antimconsult@gmail.com), for an informal chat.

We are keen to encourage applications from backgrounds which are under-represented within the industry. If you have any questions about access within the recruitment process or the role please get in touch with the Association Director, Sally Dodson.



International Hand Engraving Symposium, Scotland, September 2022