

County Durham Culture Trust

Trustee Finance and Governance
Lead Recruitment Pack

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1. Introduction

Join the County Durham Culture Trust as a Trustee – Finance and Governance Lead

This is an exciting opportunity to recruit new Trustees to join County Durham Culture Trust.

About County Durham Culture Trust

We are County Durham Culture Trust (CDCT), a registered charitable incorporated organisation (CIO), set up in 2025 to serve the public across County Durham by championing arts, culture and heritage.

As Trustees, we are collectively responsible for ensuring the Trust is well governed, financially resilient and able to deliver public benefit. Our mission sets out the purpose that guides our work and the impact we seek to achieve across County Durham:

We know there are significant gaps in access to arts and culture at every level across County Durham.

We understand that we all need help to break down barriers and make introductions to arts and culture, which has the power to improve wellbeing, boost the economy and create a genuine sense of place.

Which is why we partner with local organisations and stakeholders to develop and implement programmes that deliver long term impact, because we believe that every single encounter is full of potential.

As we enter our next phase as a fully operational charity, we are strengthening our Board of Trustees to ensure robust governance, financial resilience and strong strategic leadership.

The Role of the Board

We are collectively responsible for the governance, strategic direction and financial oversight of the Trust. As Trustees, we act in the best interests of the charity, ensuring that CDCT delivers its charitable purposes, complies with legal and regulatory obligations and uses its resources effectively for public benefit. Trustees of CDCT are charity trustees under the Charities Act 2011. These are voluntary roles, although reasonable expenses will be reimbursed.

Further information about the Trust and our work is available via our website (www.countydurhamculturetrust.org), or through an informal conversation with Arnab Basu.

Application deadline: 30 August 2026

2. Trustee: Finance and Governance Lead

Main Responsibilities

As part of the Board, and in line with the duties of charity trustees, you will:

- Contribute to setting the charity's strategic direction and ensuring its resources are used to further its charitable purposes
- Ensure the charity complies with its governing document, charity law and relevant guidance from the Charity Commission
- Act in the best interests of the charity, exercising reasonable care and skill, and working collaboratively with fellow Trustees

With a particular focus on finance, risk, audit and governance, you will also:

- Support the Board in overseeing the charity's financial position, including budgets, forecasts, reserves and financial reporting
- Provide scrutiny and constructive challenge on financial planning, performance and controls
- Ensure appropriate systems are in place for financial management, internal control and audit
- Support the identification, assessment and management of risks, and provide assurance that these are properly monitored and recorded
- Promote high standards of governance, transparency and accountability across the organisation
- Support compliance with legal and regulatory requirements, and advise on Trustees' duties and responsibilities where appropriate
- Contribute to the development and review of key policies and governance frameworks, including conflicts of interest and Board procedures
- Support effective Board functioning, including decision-making, documentation and overall effectiveness
- Contribute to Trustee recruitment, induction and ongoing development, helping to maintain an appropriate balance of skills and experience on the Board

Person Specification

We are looking for someone who can bring:

- Relevant senior-level experience in finance, audit, risk, governance or compliance at a CFO or Finance Director level
- An understanding of charity governance and regulation, or a willingness to develop this knowledge quickly
- The ability to analyse information, ask constructive questions and exercise sound, independent judgement
- An understanding of financial management, risk and internal controls
- Strong communication and interpersonal skills, with the ability to work collaboratively as part of a Board
- Integrity, good judgement and a commitment to acting in the best interests of the charity
- A commitment to the Trust's mission and an interest in arts, culture and heritage in County Durham

The following would also be helpful, but are not essential:

- Experience of working with Local Authorities or within a public sector context
- Previous experience as a Trustee or non-executive

Term of office

Trustees are appointed for a term of office of up to four years, in line with the Trust's constitution.

3. Eligibility

Candidates should be over 16 years of age and should not be disqualified under the Charities Act for:

- having an unspent conviction for an offence involving dishonesty or deception (such as fraud).
- being bankrupt or entering into a formal arrangement (e.g. an individual voluntary arrangement with a creditor).
- having been removed as a company director or charity trustee because of wrongdoing.

4. How to apply

Informal conversations

If you would like an informal conversation about the role and the organisation before deciding whether to apply, please send a message to Arnab Basu, via his PA (Natalie.heslop@kromek.com) to arrange a suitable time. These conversations do not form part of the assessment process.

5. Further information

County Durham Culture Trust was set up in 2025 – the website can be accessed here.

Charity Commission for England and Wales

- The essential trustee: what you need to know, what you need to know
- Finding new trustees – what charities need to know

6. Application process

When you are ready to apply, please outline your interest in the role and match to role requirements by email to Claire Williams, Trustee.

E: admin@countydurhamculturetrust.org

Application deadline: 30 August 2026