

Liverpool Biennial

Treasurer

Deadline for applications: Sunday 24 August 2025



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Welcome

Thank-you for your interest in the role/s of Treasurer at Liverpool Biennial.

Our organisation is one that firmly believes in the power of connecting extraordinary international art and artists to the city of Liverpool and its region. Working without a permanent exhibition space of our own, our success is dependent upon our strong relationships across the city, the country, and the world, and all the people who collaborate with us to make the UK's largest and longest running free festival of contemporary visual art. This is even more pressing given the complex and challenging times in which we find ourselves. However, this context also reminds us of the potential of art to create connection, aspiration and understanding. We can only do this with the support, advocacy and hard work of many, many people. I hope you will consider becoming one of them.

Sam Lackey
Director, Liverpool Biennial

Liverpool
Biennial



Introduction from our Board

Thank-you again, you for your interest in the role of Treasurer at Liverpool Biennial. On the following pages you can find out more about us and the work that we do, further details about the role and details on how to apply.

The treasurer is responsible for overseeing the financial management of the charity's funds ensuring compliance with regulations and legislation. They also communicate financial matters and advise the Board of Trustees of its financial responsibilities.

Diversity and inclusion are core values at Liverpool Biennial. We want our Board, Team and Audiences to represent the communities we work with and for. We encourage applications from all sectors of the community, especially from those who are currently underrepresented

in our organisation and the wider arts sector including people of colour, Black, Asian and global majority groups, people of all social backgrounds, individuals living with disabilities, people with caring responsibilities and people who identify as being LGBTQIA+ and others of all ages who demonstrate the desire to contribute to our vision of a diverse and inclusive community.

If you are interested in this opportunity but feel that there are barriers that may prevent you from applying, please contact marta@biennial.com. We are also happy to make the application process easier for you if you have any access requirements, so if you need to have these details in a different format, please do email and we can discuss your needs confidentially and find the best way for you to apply.

Best wishes,

The Board of Trustees of Liverpool Biennial

About Liverpool Biennial

Liverpool Biennial is a visual arts organisation and a platform for commissioning and presenting ground-breaking and powerful contemporary art. The organisation stands for positive change and has been transforming the city of Liverpool through public art commissions, learning projects, talent development programmes, and a legacy of Biennial exhibitions for over 25 years.

Every two years the Liverpool Biennial festival brings together international artists, arts professionals, communities and audiences to experience exhibitions across the city and region, alongside a programme of talks, performances and events. In our non-Biennial years, we work to present a programme of public art commissions, community engagement and research which contributes to the development of the forthcoming festival, as well as providing support for the city and communities with who we work.

Since our foundation in 1998, we have commissioned 392 new artworks, presented work by over 560 leading artists, delivered 34 collaborative neighbourhood projects, and received over 50 million visits.

**Liverpool
Biennial**



A Biennial for Everybody

Over the past 3 years the team and Board have been thinking about the kind of organisation we want to be and how we best serve our audiences, artists, communities and team. Our aim is to think about the intention and impact of all our work, aiming to create A Biennial for Everybody, that breaks down barriers to experiencing art. We know that to thrive in the complex and volatile conditions within which we are working that we need to listen, reflect and change how we operate, acknowledging our connected role within local, national and international ecosystems and contributing positively to the world in which we operate.



Liverpool Biennial 2023

Total visits:

763,140

Almost half of our audiences were visiting Liverpool Biennial for the first time

46%

71%

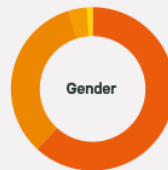
agreed that Liverpool Biennial had a positive impact on their wellbeing

Motivations

to be intellectually stimulated
to learn something
curiosity
to be inspired and for enjoyment

56% of visitors came to LB2023 'to be intellectually stimulated'
49% to learn something
45% to be inspired /out of curiosity

Audiences



60% Women
33% Men
3% Non-Binary
1% Self-Describe

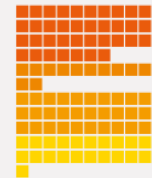
9%

identified as D/deaf and/or D/disabled person, or as having a long term health condition.

17%

identified as Neurodivergent

Location



37% live within the local area
12% in other areas of the North West
30% within the UK outside the North West
21% internationally

25%

identified as coming from the Global Majority

94%

agreed that Liverpool Biennial has a positive impact on the city's cultural offer

Audiences travelled to Liverpool Biennial by:



Train

39%



Car

23%



Walking

13%



Bus

10%

91%

travelled around the city on foot

Total visitors:

101,911

92%

of visitors rated the quality of exhibition as good or very good

97%

agreed that it's important for Liverpool to host events like Liverpool Biennial

Attendance



58%
with friends and/or family



31%
alone

Economic Impact:

£13.1 million

The Role

The overall objective of the post is to provide leadership, governance and strategic direction with a focus on financial matters to the Trustees of Liverpool Biennial and to support the Director in their role.

Title:

Treasurer

Salary:

The role is unremunerated, a voluntary and unpaid role, but role travel and other reasonable expenses, including access support will be reimbursed

Tenure:

The appointment is for an initial term of three years with two optional additional appointments of three years each.

Location:

We welcome applicants from or with a strong connection to the North West although location will not be considered a barrier to applying



Commitment

- **Four board meetings a year** – currently we meet on a Thursday afternoon 4-6 pm
- **Four Finance and Human Resources Committee (FHRC) meetings a year**, currently we meet on a Thursday afternoon 4-6 pm
- **One Board/Staff Development Day in person**
- **Attendance at the opening of Liverpool Biennial** every 2 years in early June
- **Occasional sub-committees** of working groups held virtually/hybrid
- **Regular meetings with the Chair, Director and Head of Finance**
- The overall time commitment for this role is expected to be **1-2 days a month** with flexibility to respond to ad hoc operational needs

Responsibilities

The Treasurer works with the Board of Trustees, the Director and Head of Finance to:

- Oversee Liverpool Biennial's financial practices, ensuring they remain compliant with charity law and other legislation
- Advise the Board of its financial responsibilities and duties
- Monitor the charity's reserves and lead on the annual review of the Reserves Policy
- Approve payments and financial commitments on behalf of the Board as appropriate, aligned to the scheme of delegated authority
- Advise the Board and Executive on best financial practices and policies, including risk management and financial controls

- Act as Board point of contact with external auditors and oversee the audit tender and appointment of auditors
- Chair the Finance and Human Resources Committee meetings

The Board

- Provides entrepreneurial leadership within a framework of prudent and effective controls which enable risk to be assessed and managed
- Sets the Liverpool Biennial's strategic aims, with the Executive and ensures that the necessary financial and human resources are in place for the Company to meet its objectives, and review management performance
- Sets the Liverpool Biennial's values and standards and ensures that its obligations to its shareholders and others are understood and met

Responsibilities

The Trustees

- Constructively contribute to the overall strategic direction, policy, objectives, and targets
- Take an active role in the preparation and approval of the business plan, ensuring progress against key performance indicators
- Observe the Liverpool Biennial Board's articles of association, charity and company law and other regulatory requirements
- Ensure that Liverpool Biennial complies with relevant statutory legislation and current best practice in the not-for-profit sector
- To support and guide our activities by attending/chairing Board meetings, committee meetings and working groups, and by attending other relevant events
- Participate in the Liverpool Biennial Board's various sub-committees
- To appoint the Director and to approve the remuneration of the team
- To adopt, monitor and comply with the Liverpool Biennial's Diversity & Inclusion and Environment & Sustainability policies and Code of Conduct ensuring their implementation
- Ensure that Biennial operations are evaluated effectively
- Safeguard the Biennial's financial stability, including approval of the annual accounts, ensuring that adequate resources exist to delivery our current and future activities
- Ensure prudent financial management in accordance with our charitable aims
- Approve the biennial budget and advise on major resource issues
- To act as ambassadors for Liverpool Biennial's activities and to network on its behalf
- To review the main risks and to see that appropriate measures to eliminate them or to minimize their impact are adopted

Qualities & Experience

We are seeking an inspiring and engaged individual who will share our values and ensure best practice across the organisation's financial activities

- Chartered accountant or background in financial services
- Good knowledge of charity finance, financial planning, and risk management, as well as an understanding of the arts funding landscape.
- Previous experience of a Board and an understanding of good governance in business, the public or not-for profit sector and the duties and responsibilities of trustees.
- An ability to explain financial matters in a clear and accessible way
- Strategic vision, creative thinking, independent judgement and ability to focus on practical issues
- Passion for the visual arts and the power of art to transform lives
- A willingness to play an active role in fundraising
- An understanding of the financial drivers at play in arts organisations
- A connection to the city of Liverpool or the wider city region
- An understanding of and commitment to Liverpool Biennial
- A desire to work in the best interests of Liverpool Biennial, without regard to personal interest or benefit
- No significant conflicts of interest

Eligibility

The law places certain restrictions on becoming a charity trustee. For example, you cannot be under the age of 18, previously been removed from trusteeship of a charity by a Court or the Charity Commission, disqualified under the Company Director's Disqualification Act 1986, or been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

If you are in any doubt about your eligibility, visit the Charity Commission website at www.charitycommission.gov.uk.

Although selection as a Treasurer is not a public appointment, the seven principles of public life as defined by the Nolan Commission (selflessness, integrity, objectivity, accountability, openness, honesty and leadership) are applicable to this role. Further details about Liverpool Biennial can be found on our website at www.biennial.com



How To Apply

If you would like to express your interest, please email a covering letter and a cv to Marta Saunders at board-recruitment@biennial.com. If you feel that a CV and letter is not really your style, you may choose to send us a three-minute video, highlighting your skills and telling us why you think you would make a good Treasurer. If you want to use this method of application, please email your full contact details and a three-minute video to board-recruitment@biennial.com.

It would be helpful if you could complete a separate Equality & Diversity Monitoring Questionnaire, which we will send to you via Survey Monkey on receipt of your application. This will enable us to monitor the effectiveness of our selection policy and processes and ensure that our recruitment is reaching an optimally diverse audience. The information you provide will also help us identify any barriers to fair and diverse selection. Your answers will be treated in confidence and used for statistical monitoring purposes only and will not be seen by the interview panel.

The closing date for expressions of interest is [midnight on Sunday 24 August 2025](#)
Interviews are currently scheduled for the [Thursday 4 September 2025](#)

If you have any further queries about the role or Liverpool Biennial, please email our Executive Assistant (marta@biennial.com) and we will arrange a mutually convenient time for you to have a conversation about the role with our Director, Sam Lackey or incoming Chair, Cathryn Wright.

Further details about Liverpool Biennial can be found on our website at www.biennial.com and information on our current Board and Team can be found here www.biennial.com/who-we-are/team-trustees/



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