

Seeking: Volunteer Finance Director

When: by 31/1/2024

Hours: 3-5hrs per week

Where: from home, & visits to Countryways CIC base, Road Farm HP16 9LS.

Contact us for more information at the address below and apply by email CV & letter by 26/1/24



Road Farm Countryways CIC is looking for a Finance Director to join the existing leadership team of 5 (our current Treasurer is due to retire). This critical role impacts the efficient delivery of wellbeing and skills to a wide community of ages, including those with learning, physical and mental health challenges. We're entering our 10th Year and have a new Business Plan to deliver!

Brief Summary of the role:

- Ensure day-to-day financial accounts are maintained on income and expenditure, including online salary distribution
- Provide the board with advice and guidance on financial matters, including new ideas.
- Preparation of forecasts and budgets, especially relating to business plan delivery
- Ensure annual accounts and all statutory returns are promptly completed and submitted, including tax returns and reports for regulatory bodies.
- Act as a signatory of statutory documents and bank account.
- Participate in active discussion and propose ideas at board meetings as well as communicate via email and telephone.
- Be interested in the delivery of opportunities linking farming, nature and countryside skills to a wide range of individuals, especially those with needs.

Qualities: Honest,
experienced, enthusiastic,
determined, collaborative.

Please see our website and social media to find out more about the special work we do.
www.roadfarmcountryways.com
office.rfcountryways@gmail.com

Other volunteer roles available.
Thank you!