Finance Director

Job Description and Person Specification

We are a Community Interest Company (CIC) dedicated to ensuring that autistic survivors of sexual violence and related abuse are believed and supported throughout their recovery journey.

Our team is almost entirely voluntary and we are looking for an individual to join us on that basis who will, as our Finance Director, work closely with the Board to ensure the financial sustainability and growth of the organisation as well as actioning financial administration and grant management tasks. This is a varied role, offered on a voluntary part-time basis (half a day a week) and working remotely.

In order to ensure diversity within the organisation, whilst all candidates with the required skills will be considered, under the protected characteristics of the Equality Act 2010, preference will be given to applicants who are autistic, and who may also have (an)other protected characteristic.

Hours of work: 4 hours per week (variable with accounting deadlines)

Location: Remote

Renumeration: Expenses only

Main Duties and Responsibilities

- Contribute to the achievement of the Community Interest Company's (CIC) business objectives by providing advice and guidance on financial strategy to other directors.
- Work with the Board to develop and control the CIC's annual operating budget, ensure that all financial targets are met, and to comply with financial and statutory regulations.
- To be a co-signatory for bank accounts and investments.
- To provide financial advice and guidance to the other Directors to enable them to achieve their objectives.
- Work with the Board to prepare the CIC's financial accounts and present these on time to HMRC.
- Work with the Board to ensure compliance with financial procedures and regulations.
- Work with the Board to develop and maintain all necessary systems, policies, and procedures to ensure effective and efficient financial management within the CIC.
- Work with the Board to develop and maintain a reserve policy.
- Work with the Board to monitor the effective operation of external suppliers' contracts and services.
- Managing week to week accounts administration and transactions.

- Preparing monthly management accounts and reports as needed.
- Prepare invoices, monitor payments and undertake collections actions if required.

General

- Work with the Board of Directors and Company Secretary to maintain the organisation's compliance with HMRC, Companies House and the CIC regulator.
- Maintain confidentiality at all times.
- Be willing to undertake relevant training as required.
- Work flexibly as a member of the team.
- Respond to the changing needs of the organisation.
- Notice to be given: 6 weeks.

Person Specification

- Excellent understanding of UK CIC regulations and procedure
- Excellent understanding of grant procedures and management
- Good knowledge of accounts, management information and financial legislation
- Experience of budgeting, forecasting and cash flow administration
- Good communication skills and ability to present financial information in an accessible format

- Understanding of the issues facing the neurodivergent community and survivors of sexual violence
- Willingness to undertake training as needed

Note: Successful candidate must pass Enhanced DBS check

How to Apply

Please send a CV and covering letter (of no more than one page)

We are committed to accessibility in recruitment and understand that your communication needs may not be met by this process. If that is the case, then please email us to discuss other options for application.

This is a rolling application process, so we encourage you to apply as soon as you are able. The opening will close as soon as a successful candidate is appointed.

Interviews will be conducted online with questions sent in advance.