



Finance Director - Voluntary

Job Purpose

As the Finance Director, you will be responsible for monitoring the finances of our community energy group (which is a Community Benefit Society regulated by the Financial Conduct Authority), providing accurate financial forecasting, and ensuring the financial stability and sustainability of our community energy projects. This voluntary position is ideal for someone with financial qualifications and a passion for renewable energy who wants to make a meaningful impact on the transition to clean energy within our community. This role has the aim to establish a sub-group of volunteers to help manage the work, and you will be supported by the Board of Directors and CEO.

The below are example responsibilities you might be undertaking.

Responsibilities

Financial Management

- Develop and implement financial policies, procedures, and systems to ensure effective management of the organisation's financial resources.
- Monitor the financial health of the community energy group, regularly reviewing income, expenses, and cash flow.
- Prepare and maintain accurate financial records, including budgets, balance sheets, income statements, and cash flow statements.
- Conduct periodic financial analysis to identify trends, risks, and opportunities, providing recommendations for improvement.
- Collaborate with the executive team to develop long-term financial strategies and goals aligned with the organisation's mission.

Financial Planning and Forecasting

- Prepare annual budgets and financial forecasts, working closely with project teams and stakeholders to gather relevant data and assumptions.
- Monitor budgetary performance throughout the year, identifying variances and implementing corrective measures as necessary.
- Provide financial projections and scenarios to support decision-making processes related to project funding and resource allocation.
- Conduct sensitivity analyses to assess the financial impact of potential changes in project plans, market conditions, or funding sources.



Grant Management and Reporting

- Research and identify potential grant opportunities to support community energy projects.
- Prepare grant applications, ensuring compliance with funding guidelines and requirements, with the support of the Board and other volunteers.
- Manage the financial aspects of grants, including budgeting, reporting, and compliance with grant terms.
- Generate accurate and timely financial reports for internal and external stakeholders, highlighting project progress and financial performance.

Financial Governance and Compliance

- Ensure compliance with relevant financial regulations, accounting standards, and reporting requirements.
- Coordinate with external auditors or accountants to facilitate annual audits or reviews.
- Maintain appropriate internal controls and procedures to safeguard the organisation's financial assets.
- Provide guidance and support to the board of directors and executive team on financial matters.

Qualifications

Even if you don't feel you meet 100% of the requirements, please don't be deterred from applying - we would still love to hear why you're the right person for the role!

Essential

- Excellent attention to detail and accuracy in financial reporting and record-keeping.
- Effective communication skills, with the ability to present financial information clearly to non-financial stakeholders.
- A high level of integrity and a commitment to ethical financial practices.
- Passion for renewable energy and a strong desire to contribute to community-based initiatives.

Desirable

- Professional financial qualifications such as a degree in finance, accounting, or a related field are preferred.
- Proven experience in financial management, budgeting, and forecasting.
- Familiarity with nonprofit financial management practices and compliance requirements.
- Proficiency in financial software and tools for budgeting, forecasting, and financial analysis.



- Strong analytical and problem-solving skills, with the ability to interpret complex financial data.

By joining CCE as a voluntary Finance Director, you will play a crucial role in ensuring the financial viability and success of our renewable energy projects. Help us drive sustainable change and create a greener future for our community.

Terms and Conditions

Length of contract: 12 months (until next AGM)

Salary: Voluntary, expenses covered inline with our [expenses policy](#)

Hours/days: Approximately 5-10 hours per month

Place of work: Remote, with occasional face-to-face meetings in Croydon

Upon taking the position, you will be required to sign a Director's agreement including a commitment to attend monthly Board meetings and monthly wider volunteer meetings (giving reasonable notice if you can't), and the agreement to log time spent on CCE activities.