



## **Croydon Community Energy** **Finance Manager (Voluntary)**

Croydon Community Energy (CCE) is Croydon's only renewable energy cooperative, with a mission to implement renewable energy generation and low-carbon technologies in the local area whilst supporting people facing fuel poverty. We are looking for someone with financial experience to join us on a voluntary basis to help look after the finances of the group. You will be making a real tangible difference to getting more renewable energy in Croydon!

**Job title:** Finance Manager

**Reporting to:** Finance Director

**Time commitment:**

- In first month → 3-4 days
- Monthly → 2-3 days

**General tasks:**

- Tracking the company's financial status and performance.
- Monitoring the organisation's financial health.
- Producing financial forecasts/cash flows and identifying risks.
- Producing and managing financial records and reports (submitting/issuing when required).
- Managing tax related matters.
- Managing, approving and recording accounts receivable and payable.
- Collaborating with the wider team to establish internal controls in relation to financial matters (expenses, inventory etc.).
- Acting as the internal and external point of contact for financial related matters (e.g. auditors, vendor payments etc.).
- Partnering with project managers to oversee project finances.
- Coordinating with the wider team to set annual budgets and monitor them periodically.
- Billing and customer services (including receivables).
- Tracking grant funding spending against targets and reporting.
- Managing finances using Xero.

**First month:**

We anticipate the Finance Manager getting to grips with our accounts and software in the first month. Tasks might include:

- Familiarising yourself with the accounting software Xero.
- Identifying if any separate software or system is required.
- Understanding the organisation's finances (cash in hand, outgoings, incomings, inventory).



- Understanding the organisation's operational procedures (expenses filings etc.), establishing new procedures if required.
- Producing one year financial forecast to assess cash flow and working capital risks, including:
  - known upcoming funding
  - known ongoing costs
  - predicted upcoming costs.
- Identifying and, ideally, forming a basic understanding of the accounting and tax filing process.
- Facilitating discussions with team members on hiring external auditors or tax advisors (if needed). If so, producing job descriptions for recruitment.

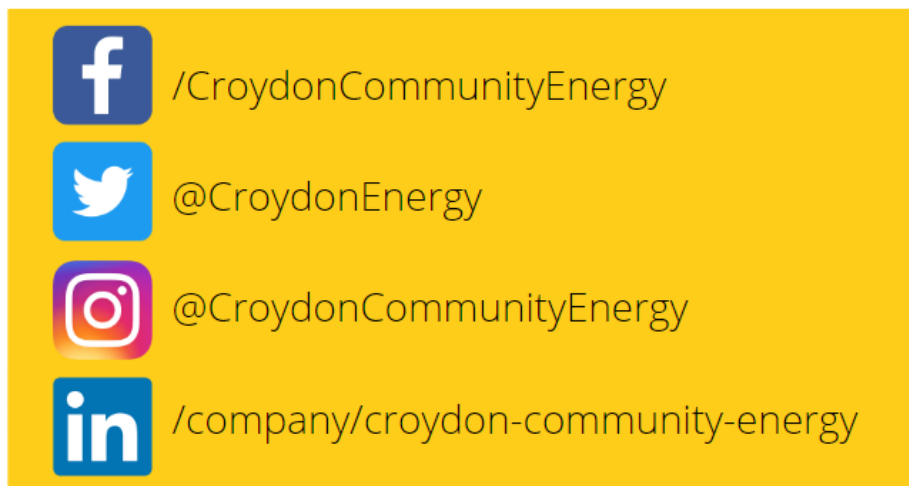
### Preparing for share offers:

We are planning to launch our first community financed share offer in September to raise the funds for installing solar panels, from which investors will receive interest payments. We anticipate the below tasks in relation to this:

- Planning for the accounting/tax requirement for the share offer scheme.
- Organising financial aspects of the share offer scheme (e.g. payment system, share repayments issuance etc.).
- Liaise with project managers to communicate repayment sums to share offer investors.

To apply, please email your CV to [hello@croydoncommunityenergy.co.uk](mailto:hello@croydoncommunityenergy.co.uk). We welcome applications from all backgrounds and will make whatever reasonable adjustments are necessary to facilitate your interview and ongoing work.

[www.croydoncommunityenergy.co.uk](http://www.croydoncommunityenergy.co.uk)



**Croydon Community Energy is the trading name of Croydon Community Energy Ltd which is registered as a Community Benefit Society under the Co-operatives and Community Benefit Society Act 2014 (Society number 8759).**