

SAVE OUR SHROPHIRE CIO – TRUSTEE ROLE DESCRIPTION

POSITION PROFILE

Position Summary			
Title:		Reports to:	
Chief Finance Trustee		Chair of SOS CIO	
Functional Department		Position Level	
Finance		Trustee	
Location			
Virtual			
Document Revision	1.0	Date	06 Jan 2022

§ #	Description
1.	<p>Strategic Focus for the position.</p> <p>The position of Financial controller manages the critical not for profit strategic objective of Save Our Shropshire CIO (SOS CIO). SOS CIO is pursuing the objective of Net Zero Carbon Emissions in Shropshire 2030 focussing on education of householders and councils. The Financial controller will ensure that the revenue from funding will match the requirements for expenditure, and manage adequate financial reserves to manage business risk, in line with the operating practises for a charity.</p>
2.	<p>Objective of position</p> <p>Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice. Ensure proper records are kept and that effective financial procedures are in place. Monitor and report on the financial health of the organisation. Manage the creation of an annual Business Plan/Budget. Oversee the production of necessary financial reports/returns, accounts and audit for internal consumption and external regulation.</p>
3.	<p>Key Business Processes operated in position</p> <ul style="list-style-type: none"> • Production of an annual budget • Reporting the financial position on a weekly, monthly and annual cycle • Record keeping with effective financial procedures and controls for i.e.: Cheque signatories, Purchasing limits, Purchasing systems, Petty cash/ float Salary payments Pensions, PAYE and NI payments • Appraisal of the financial viability of plans, proposals and feasibility studies. • Annual audit process
4.	<p>Interactions with other functions/people</p> <ul style="list-style-type: none"> • Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation • Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them





§ #	Description
5.	<p>People/Functions reporting into this position</p> <p>None at present, but will in due course require support. The Financial Trustee will have responsibility for recruiting and managing volunteers and staff members.</p>
6.	<p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Creation of the Annual Budget and getting agreement in the last month of the financial year for the following year. • Providing the SOS CIO management team with monthly reports on financial position • Ensuring that SOS CIO meets its requirements to be a not for profit CIO • Evaluate the financial viability of proposals • Ensuring that there are effective processes in place to manage key processes including fund-raising, procurement employee remuneration and cash management • Ensuring effective audit process to align with requirements of Charity Commission • Ensuring that SOS CIO meet the requirements of the reporting process for the Charity Commission • Ensuring that we comply with HMRC requests for reporting and paying VAT and other taxation on profits where required.
7.	<p>Required Qualifications, Skill Sets, Competencies and Experience</p> <ul style="list-style-type: none"> • ACCA, or CIMA qualified • Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge. • Knowledge of bookkeeping and financial management. • Good financial analysis skills.
8.	<p>Required Personal Attributes</p> <ul style="list-style-type: none"> • Team Working with colleagues • Ability to communicate clearly • Demonstrated commitment to the objective of achieving zero emissions of GHGs in Shropshire by 2030 and beyond • Able to maintain confidentiality • Be supportive of the values (and ethics) of the organisation. • Understand the importance and purpose of meetings and be committed to preparing for them adequately and attending them regularly.
9.	<p>Scope for progression and development</p> <ul style="list-style-type: none"> • Role as chair of SOS CIO • Trustee for other functions
10.	<p>Short-term, medium-term and long-term goals for the position</p>





§ #	Description
	<ul style="list-style-type: none"> ● Short-term - develop the financial structure and organisation to establish the CIO, together with financial controls ● Medium-Term – Develop the annual business plan for 2022 and beyond ● Longer-term. Create and help develop the business strategy, and business controls to have a controlled approach to manage the finances.
11.	<p>Performance Measures relating to the position</p> <ul style="list-style-type: none"> ● Not for profit requirements achieved. ● Audit met without any non-conforming issues ● Reserve requirement of 3 months of planned revenue maintained ● No customer or supplier complains on invoicing or cash collection processes ● Monthly and annual reports produced on time in full 48 hours prior to meetings ● Cash Flow managed within all borrowing constraints imposed by banks
12.	<p>Working Conditions. Work from home as required</p>