



THE COMMUNITY FARM FINANCE DIRECTOR

Main Purpose of the Job

The main purpose of post of Finance Director is to support the development of The Community Farm by providing robust financial management including structure, direction and financial analysis to ensure the farm runs on a financially viable basis.

Position in the Community Farm

Reports to: The Board

Main relationships: liaise with key members of staff in The Community Farm including those with management and reporting responsibility in the Farm team, the Warehouse/box team, the Educational/community engagement team and the administrator. Work closely with the Senior operational management.

Duties and responsibilities

- Develop a robust reporting system to provide weekly and monthly management and financial information for informing the Board and the staff teams
- Prepare financial information for the strategic planning
- Prepare financial information for budgeting and forecasting in close liaison with appropriate staff in particular the operational managers
- Produce financial information to support grant applications and to monitor expenditure of any grants awarded
- Ensure robust financial records and controls are in place
- Prepare annual accounts
- Liaise with auditors as required
- Produce cost/benefit analyses for any major investments or as required
- Co-ordinate relevant meetings with staff and Board members in relation to financial management
- Attend Board meetings
- Disseminate relevant financial information to Board, staff, members and others as required
- Ensure continuous improvement of processes to achieve efficient use of resources and to meet the needs of TCF as it develops

General

- Be an enthusiastic and committed ambassador for the Community Farm and for its key objectives of environmental sustainability and community engagement
- Develop clear and open methods of communication with other staff of the community farm
- Work independently at all times showing initiative and actively foster a 'can do' culture which will guarantee the success of the project
- Undertake additional duties commensurate with the post as may reasonably be requested from time to time
- Ensure activities meet with and integrate with the Community Farm's requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care

TERMS AND CONDITIONS

This post is self employed one day a week at a day rate of £135.

This post will be based in Chew Magna, close to the farm.