



FINANCE DIRECTOR

Clinks Care Farm is a social enterprise operating successfully since 2009 with the aim of providing a safe environment for vulnerable people to develop and grow towards independence. We have supported over 250 people so far and have seen many move on with their lives by way of increased self-confidence, training and employment. We link positively with the local community and businesses in a variety of ways.

Summary:

The farm is a county council tenanted farm in south Norfolk with 143 acres. The care farm has expanded and it is the intention that it should continue to grow in spite of the challenging financial times ahead. We have an active small group of directors and now wish to appoint a new director who will act as a Treasurer.

We are seeking a volunteer to work with the management team, auditors and directors to ensure the finances of the organisation are sound and fit for purpose. The directors are developing a new 5 year plan and the finance director will need to work closely to ensure this is financially viable.

The annual turnover in 2015/16 was £188,000. Clinks Care Farm is in two parts – the Farm and the Care farm. Both have income streams and need to support the aims of the social enterprise.

The successful applicant will report regularly to the Directors and raise any areas of concern with the Farm Manager.

Key Responsibilities

- Preparation of timely and accurate financial and management reports
- Contributing to the improvement of the financial performance of Clinks Care Farm by:-
 - input to Clinks Care Farm strategic plans
 - management, preparation and production of the annual budget (and rolling three-year forecasts)
 - cashflow forecasting by working with the staff
 - analysis and commentary on financial performance

- recommending actions to improve performance efficient management of critical processes including credit control, creditor payments and payroll, cash flow, etc
- preparation and presentation of regular income and expenditure forecasts
- prepare financial reports for internal use and fund raising purposes
- liaise with external auditors and ensure that Clinks Care Farm is fully compliant with statutory financial regulations.

Experience

- Experience of financial management within a commercial company or other relevant experience (essential).
- Understanding of payments and cashflow management (essential).

Skills

- Ability to produce, deliver and present meaningful financial analysis and recommend appropriate actions to improve performance
- Ability to bring a commercial approach to the role
- Strong interpersonal skills
- Analytical approach to information gathering, able to identify risks and provide solutions, including the development of improved financial systems
- Advanced user of Excel and of Word and willing learn software and IT used by Clinks Care Farm.
- Self-starter and Self-confident, with an ability to form and hold an independent view supported by facts

Attitude

- Empathy with the Clinks Care Farm ethos and principles, commitment to succeeding in social enterprise, an interest in care farming and sustainable working.
- Collaborative, flexible and participatory approach to team working.

RECRUITMENT PROCESS

An application form can be downloaded from our website www.clinkscarefarm.org.uk
 Contact Simon Watts at Simon.watts@clinkscarefarm.org or Doeke Dobma
Doeke.dobma@clinkscarefarm.org for further information or phone 01502 679134.

Closing date for applications Monday 27th February 2017.
 Interview dates are likely to be week commencing 6th March 2017