Vacancy for a Treasurer/director

Clinks Care Farm are looking for a new director to join our Management Committee who can take on the role as treasurer.

This role is voluntary and any expenses will be paid.

The management Committee meets currently once a month on a Tuesday evening. Meetings last approximately 2 hours.

Responsibilities

As well as attending the management committee the Treasurer will

- Prepare financial management reports.
- Produce and manage an annual budget
- Contribute to Clinks Care Farm strategic plans to improve financial performance.
- Recommend actions to improve financial performance through efficient management of credit control, creditor payments and payroll, cash flow, etc
- Prepare and present regular income and expenditure forecasts
- Work as a team with senior managers, directors and the finance administrator to ensure smooth running of Clinks Care Farm's financial operation.
- Liaise with external auditors preparing accounts for annual audit

It is expected that the above tasks should take up approx. 2 to 4 hours per week

Occasionally it would be useful for the treasurer to join us on the care farm to get a 'feel' for how we work. This could be for a couple of hours or an afternoon every couple of months.

About the person

We are looking for someone who is passionate about the aims of Clinks Care Farm and would really like to make a difference by helping to manage the financial side of this innovating social entreprise.

Ideally, the treasurer will have business or financial management skills and be familiar with IT programmes such as Excel and possibly accounting software.

We are looking for a motivated, confident person who is a self-starter but will also work as a team with the other directors and administrators.

Applications

Please apply in writing, enclosing an up to date CV, to Doeke Dobma, Clinks Care Farm, Church Road, Toft Monks, Beccles, Suffolk NR34 0ET or email doeke.dobma@clinkscarefarm.org