



Role Title: Finance Director	Application closes: 20th August 2019
Reports to: Co-Chair(s)	Type of Role: Volunteer / Unpaid
Location: London	Direct reports: Yes

Purpose of the role

Reporting to the Board via the Co-chairs, the Finance Director is responsible for:

- Oversight of the development of budgets and organisational expenditure against budgets with a view to the successful delivery of the agreed strategy for all LLCP activities and events.
- Implementation of appropriate financial processes, systems, checks and balances to ensure income is spent wisely and in accordance with budgeting parameters.

Role responsibilities

- Ensure the responsibilities of the Finance Directorate are covered and delivered in an efficient and timely way.
- Direct the day-to-day accounting operations including oversight of accounts payable and receivable, maintenance of the general ledger, reconciliation and expenses.
- Prepare, analyze and present financial reports (income statements and balance sheets) in an accurate and timely manner; clearly communicate monthly and annual financial statements to the board.
- Lead the annual budgeting and planning process in conjunction with the board and review all financial plans and budgets; monitor progress and changes and produce monthly budget versus actual reports.
- Manage organizational cash flow and forecasting.
- Oversee accounting, audit and tax functions, coordinate activities with outside accounting/audit firms and review company performance.
- Develop appropriate investment strategies and oversee their implementation.
- Produce financial reports as required.
- Update and implement all necessary business policies and accounting practices.
- Ensure legal framework of Community Interest Company (CIC) is compliant, including Companies House.
- Remain up-to-date on best practices in CIC finance.
- Financially on-board employees and process wages, pensions and all payroll related administration for full time and part time staff with weekly and monthly payroll.

- Manage and shaping existing volunteer finance team, and recruiting as necessary, to deliver on the objectives of the directorate.
- Work closely with other members of the PiL board both in meeting their collective responsibilities as directors of a Community Interest Company.
- To ensuring the provision of all necessary 'back office' support to their team efficiently focused on their primary objective.
- To appoint and support, if necessary, a suitable member of the team to act as Deputy Director.

Person Specification

- Qualified Accountant or significant suitable demonstrative experience in a similar/related field
- 3+ years experience of working in a similar role
- Demonstrable experience of delivery in a volunteer environment.
- Demonstrable experience of volunteer management and understanding of challenges within volunteering.
- Experience of operating as a director and/or working with Boards.
- Understanding of the Community Interest Company structure
- Working knowledge of audits and other regulatory requirements in the financial field
- Expert computer skills, including accounting software, preferably Xero.
- Experience of organising the provision of full 'back office' support to keep a diverse and busy team focused on their primary objective.
- Excellent organisational and interpersonal skills
- Outstanding written and verbal communications skills
- Experience of working on LGBT+ activities with a commitment to diversity and inclusion.

This is a role that requires long-term commitment. Time required will be approximately 15 hours per week, increasing to up to 30 hours per week in the final month leading up to Pride in London. Some of this time may be required during normal office hours.

This includes fortnightly Board meetings in central London, which become weekly from April - July.

Those interested in this position should submit a CV, covering letter explain your motivations for applying and initial thoughts on how you would approach the role (no more than 2 sides A4).

Over 200 people volunteer year-round to help us deliver what has become a world-class Pride. We are already a pretty diverse bunch, but we are looking to add to our diversity and are especially keen to receive applications from the BAME, Trans, Bi, Non-binary and Queer communities. Gender equality is always a key consideration for us.

Applicants who are not successful in this role may be invited to interview for other positions in the team, please indicate if you are only interested in this position.

Organisational Structure

<https://archive.prideinlondon.org/about-us/who-we-are>