**Job Description & Application Form**

**Finance Director**

**SpokesPerson CIC**

**Role Title:** Finance Director

**Hours per week:** 10 (flexible work hours)

**Salary:** £23,400 pro rata (£6240 actual salary)

**Annual Leave:** 28 days pro rata (6-12 days depending on work pattern)

**Application Deadline:** EXTENDED: 30th April 2022 (end of day, midnight)

**Interviews:** First two weeks of May

**Start Date:** May 2022

**Role Description:**

The role manages the organisation’s finances through income and expenditure, tracking budgeting for various project grants, working with external accountant on payroll, and financial forecasting. As a relatively new organisation, we run on a small budget and need to ensure all costs are accounted for. Working with the Marketing Director, you will plan ways to generate income through contracts, projects, and grants. As a Community Interest company, much of our income comes from grants for specific projects, and this role will include researching and finding appropriate grants, then managing grant applications with support from the Managing Director and Marketing Director.

**Reports to:** Managing Director & Marketing Director (mutual reporting), Board of Directors

**Location:** Meanwhile House, Williams Way, Cardiff, CF10 5DY

**Responsibilities:**

* Tracking monthly expenditure using Google Sheets and Excel
* Managing different budgets for multiple grants
* Completing brief finance reports for the Board of Directors, and attending Board meetings quarterly
* Monitoring and tracking the Pay It Forward system
* Researching, finding, and applying for appropriate grants for projects or general funding
* Reporting any necessary payroll and end of year finance information to our external accountant
* Planning and budgeting new projects to bring income, through contracts, pricing, and events

**Person Specification:**

* Demonstrated commitment (through knowledge, past experience, and passion) to queer, racial, and disability justice – experience does not need to be within cycling.
* An understanding of financial tracking including income and outgoing, financial forecasting, and budgeting.
* Experience OR confidence finding and applying for grants (usually under £50k).
* An understanding of the inequalities within cycling and an ability to communicate these with nuance.
* You agree with our Values Statement (available on our website) or, where differences in values are held, you can present constructive criticism that will help us improve the organisation
* Proficient at using Outlook, Google Drive & programmes (Docs, Sheets, etc.), Zoom, and Microsoft Suite (especially Excel).
* Based in Cardiff or wider Cardiff area (especially South Cardiff)
* Ability to work in-person at Meanwhile House or at home, with work equipment provided.
* Cycling ability and access to a bike are **NOT** necessary, and you will be supported in learning to cycle or acquiring a bicycle where needed

**To apply:**

Email **hello@spokesperson.bike** with your completed Application Form (below), CV (if possible), and availability during the first two weeks of May.

**Application Form**

**Personal Information**

| Title (optional) |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Pronouns |  |
| What name would you like to be called? (if different from above) |  |

**Contact Information**

| Address |  |
| --- | --- |
| Telephone No. |  |
| Email |  |
| How do you prefer to be contacted? |  |

**Educational or Professional Qualifications**

Please list all Educational or Professional Qualifications, including institutions and dates received. Alternatively, write “See CV” if listed on your CV.

| Qualification | Institution | Grade (If Relevant) | Date Received (MM/YY) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Previous Employment Experience**

Please list all Employment Experience, including voluntary positions where relevant. Alternatively, write “See CV” if listed on your CV.

| Company | Job Role | Duties | Start Date | End Date |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Any other relevant skills or experience:**

Please use this space to list any relevant skills or experience that do not fit above. You are welcome to leave this space blank if your experience is covered above.

| Skill or Experience | Details |
| --- | --- |
|  |  |
|  |  |

**Reference (personal or professional)**

Please list one reference contact who knows you in a professional or personal capacity, such as school, workplace, or a neighbour. They should be someone who knows your skills and experiences generally and can confirm the skills and qualities that you have listed on your application and/or CV. References will only be contacted after the job offer is made.

This reference should not be an immediate family member.

| Reference Name | Reference Contact (email or phone) | Relationship to You |
| --- | --- | --- |
|  |  |  |