



# Bristol Energy Cooperative

## Finance Director - Job Description

### Main purpose of the job

Contributing to Bristol Energy Cooperative's business objectives by:

- Providing strategic financial guidance to fully realise the organisation's potential.
- Overseeing policies and procedures to ensure sound financial management and statutory compliance.
- Managing Company finances.

### Main responsibilities

- Providing strategic financial leadership to the Board and Executive managers through financial analysis and guidance.
- Overseeing financial policies and procedures to ensure effective financial management.
- Advising on the financial relationships between the TopCo and its subsidiaries.
- Providing business cases including the preparation & maintenance of Excel models that allow for multiple variables.
- Monitoring financial performance against financial targets.
- Managing the company's out-sourced accounting function.
- Project accounting, including the tracking of WIP against budget & measurement of benefits (financial, environmental & social).
- Ensuring financial, tax and statutory regulations are complied with.
- Cashflow, liquidity and debt management.
- Working with budget holders.
- Supporting the organisation through an exciting period of growth by ensuring the appropriate transition of processes and the implementation of appropriate internal controls.
- Attending board meetings and presenting management reports.
- Overseeing the timely and accurate preparation of the company's accounts and presenting the Annual Accounts to investors.
- Establishing working relationships with external parties and acting as a representative of Bristol Energy Cooperative.
- Supporting commercial negotiations and sourcing capital.
- Managing the contract with the company's share registrar.

### Knowledge, skills, and experience required

- Significant commercial Finance Director experience, including within SMEs.
- Qualified member of an accountancy body or holder of an equivalent qualification.
- Good strategic thinking and critical decision-making skills.
- Excellent interpersonal and communication skills.
- Strong IT skills.
- High integrity and motivation to ensure good governance.
- A commitment to not-for-profit and community benefit principles.
- An energetic and enquiring mind.
- Knowledge of the Community Energy sector or a curiosity to learn about it.