



# BRIDGEND FARMHOUSE

*Bridgend Inspiring Growth*

*Learning, working and growing together to develop a flourishing community and place*

## **Treasurer/trustee position (voluntary)**

We are seeking a new treasurer and trustee to join our dynamic Board of Trustees at Bridgend Farmhouse to help guide and advise on financial matters. Though not essential, we would prefer someone with a finance background and experience of the voluntary, public or private sector, and interested in progressing intergenerational community work within Edinburgh and across Scotland.

Bridgend Farmhouse is a young charity based in Edinburgh which is a community-owned and community-run organisation, located in an area of need. Our journey began in 2010, to restore an 18th century farmhouse and provide a café, garden, workshops and thriving community hub with our founding charity *Bridgend Inspiring Growth (BIG)*, which was one of the earliest examples to pioneer and achieve community ownership in an urban setting. In 2018 we became Bridgend Farmhouse, the first organisation to transfer from a Scottish Charitable Incorporated Organisation (SCIO) to a Community Benefit Society with charitable status. To find out more about our vision, passion and community work please visit: [bridgendfarmhouse.org.uk](http://bridgendfarmhouse.org.uk) or see us on social media: [facebook/BridgendFarmhouse](https://www.facebook.com/BridgendFarmhouse)

## **Treasurer's overall responsibilities**

- Oversee the financial controls and risk management of the organisation, ensuring governance is robust, transparent and compliant with regulation.
- Oversee and liaise with the fundraising team on grants and in-house enterprises
- Review financial reports/returns, accounts and audits along with our Admin Finance Officer who will help maintain accounts, handle daily admin payments, compile monthly reports to the Board and assist in preparing annual accounts for OSCR and FCA regulators
- Active trustee on the Board and Business sub-group
- Develop the financial processes and procedures within the organisation

## **Specific activities**

- Liaise with staff or board members to ensure the financial viability of the organisation
- Monitor strategic budget/s and financial health of the organisation's activities
- Countersign cheques/approve electronic payments with Finance Officer
- Attend Board and Business Group meetings to brief the organisation on finance, presenting information in an accessible format for ease of comment
- Assist with funding applications where applicable

## **Annual tasks**

- Supervise preparation of annual accounts
- Write Trustees' report with the Chair
- Support the Finance Office to employ independent examiner to sign-off the accounts
- Submit accurate, timely accounts to regulators: OSCR and FCA, and check accounts have been accepted and published
- Present annual accounts at the AGM and a summary to half-yearly shareholders' meeting

## **Preferable experience**

- Understanding or experience of finance practice relevant in voluntary and community organisations
- Knowledge or understanding of book-keeping and/or financial management
- Good finance analysis skills
- Ability to communicate clearly

**Commitments:** Approximate weekly commitment 2 hours. The board and business sub-group meet once a month, and in addition to our annual AGM, board members may wish to support our organisation's activities/sub-groups or participate in research and fundraising.

**How to Apply:** for informal enquires please contact [admin@bridgendfarmhouse.org.uk](mailto:admin@bridgendfarmhouse.org.uk) or email CV with a professional or character reference to: [Chair@bridgendfarmhouse.org.uk](mailto:Chair@bridgendfarmhouse.org.uk)

**Thank you.**