



Role and Remit Finance Director- August 2020

Director of Finance

Chair all finance group meetings and report to the Board of Directors.

Periodically to approve and electronically sign off on payments with all payments over £3000 agreed and signed

Have responsibility for overseeing and sign off all bank accounts credit card statements.

Preparation with CEO of Annual Budgets – income and expenditure.

Oversee the Companies Income and Expenditure

Report to Board on

- Phasing
- Income against expenditure

Overview annual accounts and financial report with CEO for the Auditors.

Review annually the following:

- Financial component of the Disaster Recovery Plan
- The role and remit of the Finance Group
- The reserves policy and finance policy

Co-operate with the Auditors in ensuring company finances are properly presented to AGM.

Ensure Annual Returns are made to Companies House and any other statutory requirements met.

Supports the CEO with staffing requirements against budget

Have responsibility for clearance of board expenses

Ensure own expenses are cleared by Chair

Adheres to statutory requirements for a Director of a company

Ensure proper Company Liability Insurance is in place along with all other necessary insurance.

Resolve any disputes over invoices.

Ensure Company operates within processes agreed by the Board.

Annual review of the finance processes and procedures

Implement all relevant policies