

Role description: Director of Bristol Food Network CIC with responsibility for finances

The board of directors of Bristol Food Network CIC are seeking a new board member who can additionally take on the role of managing the organisation's finances.

Hours:

- a) Board member role: flexible, likely to be approximately 6 hours on average per month in a voluntary capacity
(attending board meetings, pre-reading, email communications, and specific tasks as requested, such as attending external meetings as an advocate or assisting on reading or drafting strategy documents or fundraising bids)

- b) Paid role: approximately 4-8 hours per month on finance responsibilities
(processing and paying invoices, bank reconciliations, maintenance of forecasting tool, preparation of annual accounts, planning meetings with General Manager)

Paid work will also include time spent on handover of the accounts systems and processes, ahead of officially starting the role.

Location: Home-based, with in person attendance at board meetings (central Bristol)

Remuneration: For the finance responsibilities, nominally £150 per day for half a day per month, plus a day after year end for finance related work, totalling £1,050 per year. (Can be paid through PAYE if wanted, otherwise invoiced as a contractor.)

General director duties are voluntary. There is a potential to take on additional paid work to support the organisation as and when the opportunity arises.

Reports to: Board of directors on financial performance. Regular planning meetings with the General Manager.

About Bristol Food Network

Bristol Food Network (BFN) supports, informs and connects stakeholders across Bristol who have an interest in making our food system more sustainable, just and resilient. We are a Community Interest Company (CIC) that has been engaging and working with food systems stakeholders in the city for over a decade.

We have coordinated significant projects and campaigns including our current focus - Bristol Good Food 2030, Bristol's Silver and Gold Sustainable Food Places Awards; the Bristol Independents campaign and the annual Get Growing Trail which opens up community growing spaces across the city to the public.

We have a small team of staff delivering a wide range of food systems work, comprising a General Manager (who is also a director), Comms & Engagement Coordinator, Content Coordinator and Partnership Coordinator. The organisation's work is overseen by a group of six directors. Our current core programme is [Bristol Good Food 2030](#) - a city-wide collaborative programme, bringing together a diverse group of stakeholders to deliver a Good Food plan for Bristol to 2030. The communications programme supports the delivery of these plans, as well as the organisation's wider aims of growing Bristol's 'good food movement'.

Role purpose and responsibilities

- To be an active board member and company director, taking collective responsibility for the governance and strategic direction of the organisation, including attending board meetings and taking an active interest in the operations of the organisation.
- To process day to day accounts transactions (currently using QuickBooks Online) and manage the bank account
- To manage restricted and general funds as part of the bookkeeping process, and to manage credit control as required
- To prepare year end accounts for the accountant
- To maintain a forecasting tool, to enable future projection of funding requirements and to inform expenditure planning within funding limitations
- To assist the General Manager with forward planning and budgeting, and to support fundraising work with budgets tailored to specific potential projects or scenarios

Further detail on directors' formal responsibilities, as per BFN's Memorandum of Understanding, can be found at the end of this information.

Knowledge, experience and skills

Essential

- Able to take a position of sole responsibility for accounts, from bookkeeping and payroll through to management reporting, budget development, and year end accounts preparation
- Experience of managing restricted funds
- Strong Excel skills and accounting software skills

Desirable

- Experience as a board director
- Experience as a senior manager in a small organisation
- Experience in the not-for-profit sector
- Experience of QuickBooks Online
- Knowledge of food systems and their relation to environmental and social impact

Personal qualities

- Able to work on own initiative and independently

- Excellent interpersonal skills, and ease in working with stakeholders at all levels
- An organised approach, and the ability to plan strategically.
- A commitment to equality, diversion and inclusion
- An understanding of, and sympathy with, Bristol Food Network's values, vision and mission

How to apply

- Please send a CV (maximum 2 pages) and covering letter (maximum 2 pages) to recruitment@bristolfoodnetwork.org by 23.59 on Sunday 10th November.
- Please complete an Equal Opportunities Monitoring form and return this with your application.

Selection process

- Shortlisted candidates will be invited to attend a lunch time board meeting w/c 25th November. There may be additional one-to-one online meetings either before or after the board meeting.
- We are happy to consider reasonable adjustments that candidates may need during the selection process.

Expected start date

- December 2024 for handover of finance processes
- January 2025 to take on finance responsibilities and begin attending board meetings

Directors' responsibilities

Bristol Food Network Memorandum of Association sets out requirements for appointing Directors of Bristol Food Network C.I.C. Limited by Guarantee, procedures for Board meetings and powers of Directors.

The duties and responsibilities of Directors are as follows:

- Ensure that the organisation complies with its governing documents, company law and other relevant legislation or regulations
- Ensure that the organisation pursues its objects as defined in its governing document
- Ensure the financial stability of the organisation and that applies its resources exclusively in pursuance of its objects
- Give strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets

- Safeguard the good name and ethos of the organisation
- Ensure the effective and efficient administration of the organisation
- Monitor performance of contractors / consultants.
- Participate in strategic planning sessions with other Directors.
- Declare any conflicts of interest while carrying out the duties of a Director
- To make sure the organisation is properly insured against all reasonable liabilities

Additionally, Directors agree to:

- attend meetings (currently monthly), and to read papers in advance of meetings
- participate in other tasks as arise from time to time, such as interviewing, helping with fundraising
- to keep informed about the activities of the organization and wider issues which affect its work

In addition to the above duties, each board member should use any specific knowledge or experience they have to help the board reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation's work in which the trustee has special expertise.

Directors are expected to display integrity, a commitment to the organisation and its objectives, an understanding and acceptance of the legal duties, responsibilities and liabilities of being a Director, a willingness to devote the necessary time and effort to their duties as a Director, strategic vision, good, independent judgment, an ability to think creatively, willingness to speak their mind and to work effectively as a member of a team.