



Role: Finance Manager (voluntary)

Start date: ASAP

We're looking for an enthusiastic individual to join the Chatsworth Road market team (as a volunteer) to manage all our finance needs. It's open to all but is particularly suited to anyone looking to improve their CV as it carries significant financial responsibility and visible results for your efforts. The role is initially unpaid, expenses will be covered but offers the potential for payment as the market extends.

The role requires;

- Access to a computer as the majority of the role is computer based.
- Strong Excel skills including pivot tables and formula's (mainly for troubleshooting when spreadsheet issues arise).
- Some understanding of the reporting obligations of a Limited Company (we are a CIC but have to follow much the same rules) although training can be provided.
- Diligence and accuracy around financial control and reporting.
- A self-starter who is comfortable working on their own initiative (but we'll provide some support!).
- Strong and effective communicator, both written and oral.
- Approximately 3 hours a week commitment (majority of tasks can be handled on a flexible basis).

Responsibilities include;

Day to Day Financial Control

- Downloading bank statements and classifying income & outgoings for analysis and feeding to the Accountant at year end.
- Chasing of trader arrears / repayment of excesses / deposits.
- Payment of wages from the Sunday stall set up team and the market managers.
- Administration and payment of the Market mobile telephone / bill.
- Working with our PAYE accountants to ensure correct Inland Revenue payments are made for PAYE.

Monthly & Annual Requirements

- Working with our Accountant to submit year end accounts and Companies House Annual Returns by the appropriate deadlines.
- Working with our Accountant to accrue and pay Corporation Tax bills on a timely basis.
- Renewing Market insurance policies for Employee & Public Liability.

Other Ad hoc Duties

- Managing any Bank Account admin such as adding new users / dealing with enquiries from our bank.
- Paying for items required for the daily running of the market such as stall repairs, gazebos' equipment.
- Management of the Market Pay Pal Account
- Opportunity to expand the role to include Financial Control & Budgeting for key events such as ChatsFest (September) and Chatsworth Road Christmas markets.

For more info or for an informal chat drop us a mail at info@chatsworthroade5.co.uk or if you're ready to apply send your CV to the same address along with a short paragraph as to why you want to join us.