**Surrey Climate Commission:   
Role Descriptor for Volunteer Director with Financial Expertise**

Surrey Climate Commission is seeking a new Director with strong financial expertise to join our Board and play a lead role in the financial governance of the Commission. As a Director, you will contribute to the overall direction of the organisation and help ensure we remain financially viable, compliant, and impactful.

This is an exciting opportunity for someone with a background in finance or accounting who is passionate about building a more sustainable future.

**Key Responsibilities**

* Provide strategic input and guidance to support aims of Surrey Climate Commission.
* Oversee financial planning, budgeting, and monitoring of financial performance.
* Ensure sound financial governance and compliance with statutory requirements.
* Support the preparation of annual accounts and reporting to Companies House and HMRC.
* Advise on funding strategies, cost control, and risk management.
* Work collaboratively with other Directors and the operational team, and liaise with the accountant.

**Person Specification**

***Essential:***

* Proven experience in finance, accounting, or financial management.
* Strong understanding of financial compliance and reporting, ideally within the non-profit or social enterprise sector.
* Strategic thinking and ability to contribute to high-level planning and decision-making.
* Integrity, independence, and a commitment to the aims of Surrey Climate Commission.

***Desirable:***

* Experience with CICs, charities, or other non-profit organisations.
* Knowledge of funding mechanisms and grant reporting.
* Familiarity with financial software (we are moving to Xero).

**Time Commitment**

Board meetings are generally held monthly, with occasional additional meetings as needed. Meetings are a mixture of in-person and remote. The estimated time commitment is 15-20 hours/month.

**How to Apply**

To express your interest, please send a CV and a short statement outlining your relevant experience and why you’re passionate about joining Surrey Climate Commission, to Richard Essex ([richard@surreyclimate.org.uk](mailto:richard@surreyclimate.org.uk)).