

## **Power Up North London VOLUNTEER BOARD MEMBER AND TREASURER ROLE DESCRIPTION**

### **Overview**

Power Up North London (PUNL) is a community social enterprise that tackles climate change by delivering carbon reduction projects. Our work enables local people to contribute directly to this effort by volunteering with us to deliver projects, to run PUNL's operations and to fundraise. Our projects reduce carbon emissions and running costs for site owners while supporting the local economy and giving local people a stake in their environment.

This is a pivotal time in the development of Power Up North London. We have established our credentials as a community energy group committed to tackling climate change through community action. We have installed 396 kWp of solar PV over 9 sites and raised £225,000 from 196 investors through community share offers, and a further £421,000 from grant funding.

Our projects have delivered 155 tonnes of carbon savings to date and we are now looking to scale-up our efforts in solar projects, and to extend our work to include delivery of a fuel poverty advice service, retrofitting projects and renewable heat projects.

### **The Role**

The Treasurer plays a key role in the effective financial governance and strategic direction of Power Up North London and is a director on the Board. We are seeking an individual who can help PUNL to achieve the highest standards of financial management and reporting, but also to think strategically about its growth and about developing a sustainable business. This means taking PUNL from a business that is mostly grant funded, to a more balanced model, generating sufficient income to potentially pay for staff costs in due course, while delivering its mission to decarbonise energy use and support those in fuel poverty.

Directors may attend PUNL's monthly meetings held on the first Monday of each month. They are also invited to attend 4-6 additional meetings a year, and these are PUNL's quarterly Board and Operational meetings held in the evenings on weekdays. This role is well supported by ShareEnergy an accountancy and book-keeping service specialising in supporting community energy group, as well as by other Board directors. We estimate the role requires the equivalent of 1 - 3 days a month, with requirements fluctuating around year end.

### **Description of responsibilities**

#### *General financial oversight*

- Oversee the financial affairs to ensure they are compliant, legal, constitutional and within accepted accounting and business practice.
- Work with other Board directors to ensure that effective financial procedures are in place.
- Work closely with and support the finance and accounts provider.

#### *Financial planning and reporting*

- Support short and medium-term financial planning and analysis and preparation of annual budgets, including cash planning.
- Oversee the preparation of financial reports to support Board decisions and, over time, lead the development of financial reporting and appropriate analysis to meet the needs of the organisation.
- Plan and oversee the year end reporting process for the organisation

#### *Funding and fundraising*

- Work with other directors and volunteers to support funding and fundraising activities. This includes identifying innovative financing schemes and assessing their suitability for PUNL, reviewing and approving grant applications, identifying and helping to source funding for PUNL's work from diverse sources.

#### **Essential skills & experience:**

- An accounting qualification
- Financial management and analysis experience within an organisation
- Ability to work effectively as a member of a team and to build good relationships with other Board members, partners and collaborators
- Ability to communicate financial information clearly and effectively

#### **Desirable skills & experience:**

- Knowledge of social enterprise structures
- Exposure to renewable energy sectors
- Previous experience of being on the Board of a charity/social enterprise.

**If you are interested, please contact [info@powerupnorthlondon.org](mailto:info@powerupnorthlondon.org)**