

## Volunteer Finance Coordinator

(equivalent to 1 days per week)

### **What is Power Up North London?**

Power Up North London is an exciting community-based social enterprise with a vision for Camden and Islington to become the first zero carbon boroughs in London with community-based clean energy solutions as one of their key pillars.

Our mission is to empower North London residents through ownership and understanding of clean energy generation and sharing intelligence on how they can reduce energy consumption and the cost of energy in their homes. We do this by connecting residents with clean energy technologies, and by providing information and education on energy usage. Our activities promote community benefit, community ownership, sustainability, independence and resilience.

Our first PV solar installation was a 19kWp array on a Grade 2 listed church in Highgate in 2016. We have just raised community funding for a 30kWp array on a GP surgery in Camden that was installed in mid-March 2019. Our share offers have been very enthusiastically received and demonstrate a lot of unfulfilled demand for such projects. We would now like to scale-up our activities so we can have a bigger impact.

We believe that we can be most impactful by partnering with complementary community organisations and private enterprises that support our work.

PUNL is staffed by a small band of skilled and committed volunteers. In order to grow our work we are also looking for increased capacity to support the financial management of the enterprise.

### **The Role**

We are looking for a highly motivated and reliable volunteer able to dedicate 1-1.5 days per week to supporting a range of accounting and financial administration tasks. These would be done largely from home and would involve some visits to sites in Camden and Islington, as well as attending regular PUNL board and open meetings. Reasonable expenses would be payable, to be agreed with the Director overseeing this workstream.

The key objectives of this role are to provide regular support for PUNL's ongoing operational activities and to ensure that financial and regulatory matters are being handled in a timely and professional way. While PUNL now has two project sites, and c.50kWp of installed PV solar capacity, we have a number of projects in the pipeline and ideas for rapid scaling-up.

*Key Responsibilities include:*

Key tasks
<b>1. Billing</b> <ul style="list-style-type: none"> <li>• Taking quarterly meter readings</li> <li>• Issuing sales invoices for all sites</li> <li>• Following up on debtors</li> <li>• Paying supplier invoices</li> </ul>
<b>2. Regulatory returns</b> <ul style="list-style-type: none"> <li>• Making the annual returns to FCA and Companies House</li> </ul>
<b>3. Financial</b> <ul style="list-style-type: none"> <li>• Bookkeeping</li> <li>• Preparation of the Annual financial accounts</li> <li>• Quarterly VAT returns</li> <li>• Interest and capital payments to shareholders</li> </ul>
<b>5. Insurance</b> Annual insurance renewal
<b>6. Grant management</b> <ul style="list-style-type: none"> <li>• Project budget reporting and correspondence with grant funders</li> </ul>
<b>7. Maintenance contracts</b> Annual renewal of maintenance contracts

*Person specification*

This role will suit an experienced financial person or accountant who is organised and enjoys developing appropriate financial processes and systems. PUNL would also like to implement the online accounting software, Xero, so that its books can be maintained at low cost and in a properly controlled environment. It may be that a single volunteer cannot do all of the above tasks, so we would be very open indeed to having a discussion with anyone who is interested in taking on all or some of the above tasks!

For further information please contact:

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Thank you!!!