

### About South East London Community Energy (Selce):

Selce is a not for profit social enterprise that enables local people to come together to generate, own and use renewable or low carbon energy technology as part of the community energy movement. We use the surplus income from our projects alongside grant funding to offer advice and practical support to people in Greenwich, Lewisham, Bexley and Bromley who are struggling with their energy bills, helping those in our community with the lowest incomes to save money and stay warm.

Over eleven years, with the support of more than 250 member investors, we have raised more than half a million pounds and invested this in half a megawatt of solar panels and LED lighting at fourteen locations in Greenwich and Lewisham. Our installations save greenhouse gas emissions equivalent to approximately 1,000 households annually.

Our work has been recognized by multiple awards, most recently the Social Value Award by Retrofit Academy CIC, and the Fuel Poverty Action Award from Community Energy England with our CEO recognized as Community Energy Champion 2025.

Over the last few years we have grown rapidly and we have reached annual turnovers of over £1m and a staff of 25-30 FTE, however this is dependent on grant funding. To prudently oversee and manage this growth, we have identified development and strengthening our financial management capabilities as key strategic requirements.

### Position: Volunteer Director & Treasurer

#### Role Overview:

We are seeking at least two committed and experienced individuals with a background in finance to join our board as Volunteer Directors, with the intention that one will take up the role of Treasurer.

You will be working closely with the volunteer co-chairs of the Board of Directors, our finance manager and the CEO.

Please refer to the Coop Treasurer Role Portrait below. There will be a short handover period with the current treasurer.

As Volunteer Directors, you will play a key role in overseeing our financial strategy and ensuring the financial health and sustainability of our organization as we continue to grow.

Training on co-operative structures and governance can be provided if required.

#### Key Responsibilities:

**Financial Oversight:** Provide strategic guidance on financial matters, including budgeting, financial planning and management, and financial reporting. Oversight of the development and operation of community share offers.

**Governance:** Participate in monthly board meetings (2 hours) and contribute to strategic discussions and decision-making in other working groups (1-2 hours per month). Ensure that the charity has robust and effective financial controls.

**Policy Development:** Assist in developing and reviewing policies related to financial management and reporting.

**Financial Reporting:** Support the preparation and review of financial statements, ensuring they are accurate and comply with relevant regulations and standards. You will be good at communicating financial matters to the Board and CEO.

**Fundraising and Grants:** Assist in screening funding opportunities and provide oversight on grant management and reporting. Oversight of the development and operation of community share offers with Financial Conduct Authority rules.

### Essential Skills and Qualifications:

- **Background in Finance:** Proven experience in accounting, finance or financial management. Holds a financial qualification from a reputable finance institution or has equivalent experience. Knowledge of basic accounting principles and familiarity with financial statements is essential. Experience of financial modelling and or financial planning and analysis (FP&A) required, including building and using complex Excel models.
- **Strategic Thinking & Financial Leadership:** Ability to provide high-level strategic financial advice and insights. Proven experience in a senior financial role is advantageous, with aptitude for strategic planning, financial management, and developing long-term financial strategies that align with organisational goals.
- **Governance and Compliance:** Experience in ensuring compliance with governing documents and legal obligations. Experience of applying financial controls and risk management as part of robust and transparent financial practices.
- **Attention to Detail:** Strong analytical skills with a keen eye for accuracy in financial reporting.
- **Relevant experience:** It would be helpful to have up to date knowledge and experience of finance practice relevant to small/medium charities, including the Charities statement of recommended practice and reporting standards. Some familiarity with grant funding model and the challenges that come with this.
- **Commitment:** Availability for one 2-hour board meeting per month, plus approximately 3-5 additional hours of volunteering per month.
- **Remote Participation:** Ability to participate in board meetings and discussions remotely, with occasional in-person engagements as needed.

### Desirable Skills and Qualifications:

- **Sector Knowledge:** any knowledge of renewable or low carbon energy projects, climate activism or fuel poverty support would be useful but not essential. Knowledge of governance in a charity context, including regulatory requirements, would be helpful.

- **Technical knowledge:** Experience of how to get the most benefit from Xero would be advantageous. Ability to manage and develop spreadsheet-based financial models would be advantageous.
- **Local knowledge:** Experience or familiarity with South East London and its communities is advantageous.

### **Benefits of Being a Director at Selce:**

**Impact:** Contribute to meaningful environmental and community-focused initiatives that have a tangible positive impact on South East London. Play a key role in shaping and supporting projects that benefit local communities and promote sustainability.

**Professional Development:** This is an ideal opportunity to gain experience in board level governance and strategic oversight of a rapidly growing, complex delivery organisation, with opportunities for professional growth and leadership development.

**Networking:** Connect with a network of like-minded professionals and community leaders who are passionate about sustainable energy.

**Flexibility:** Enjoy the flexibility of remote participation while making a significant contribution to a vital cause.

### **Application process:**

In order to apply, please send a CV and covering letter to: [info@selce.org.uk](mailto:info@selce.org.uk), with the subject line 'Volunteer Director & Treasurer Application'.

### **Deadline: 20 February.**

The board will shortlist candidates for interview based on their ability to meet the given criteria.

We are looking to fill the vacancy as soon as possible and will be accepting applications on a rolling basis.

***In order to better represent the diverse communities that Selce serves we actively welcome applicants from all backgrounds.***

We look forward to hearing from you!

**Treasurer Role Profile (Co-Operatives UK Template)****PURPOSE OF ROLE**

To provide ensure that the co-operative complies with financial legislation ensuring that the Board and [Committee members] receive(s) the support and advice necessary for them to understand the financial standing of the co-operative so that they are able to discharge their duties in relation to safeguarding the co-operative's finances.

<b>KEY AREAS</b>	
<b>Compliance</b>	<ul style="list-style-type: none"><li>• To ensure the establishment of an adequate system of internal financial controls and to monitor its implementation and effectiveness</li><li>• To ensure the development of an appropriate reserves policy and to provide assurance that the financial resources of the co-operative meet its present and future needs</li><li>• To ensure that equipment and assets are adequately maintained and ensured</li><li>• To ensure the co-operative's compliance with financial legislation</li><li>• To ensure that accounts are prepared and disclosed in accordance with the requirements of statutory bodies and funders, reviewed or audited as required, and that the audit recommendations are implemented</li><li>• To understand the co-operative values and principles and how they are and can be integrated into the financial governance of the cooperative</li></ul>

<b>KEY AREAS</b>	
<b>Member Services</b>  <b>Board &amp; Committee Services</b>	<ul style="list-style-type: none"> <li>• To make a formal presentation of the accounts at the AGM, drawing attention to any important points in a coherent and easy to understand way</li> <li>• To guide and advise the Board (and Committees) in the approval of budgets, accounts and financial statements</li> <li>• To inform the Board about its financial duties and responsibilities and to assist in developing their financial skills and understanding (and in conjunction with the co-operative's finance staff, to develop a management accounts pack to assist the Board to understand the day to day finances of the co-operative)</li> <li>• To advise on the financial implications of the co-operative's strategic plans and key assumptions in the operational plan and budget, especially those outside the agreed boundaries of management authority</li> <li>• To ensure that the co-operative's ethical investment policy for its reserves is maintained</li> </ul>
<b>Board (and Committee) Development</b>	<ul style="list-style-type: none"> <li>• To develop financial skill and expertise on the Board [and Committees] and to keep the Board informed of its financial duties and responsibilities</li> </ul>

KEY AREAS	
<b>Key Relationships</b>	<p><b>Internal</b></p> <p>Acting as a first point of contact in relation to the co-operative's financial matters for the:</p> <ul style="list-style-type: none"> <li>• Finance staff</li> <li>• Board as a whole as well as individual directors</li> <li>• Chair</li> <li>• Members</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Regulators and registrars</li> <li>• Auditors</li> <li>• Professional advisors</li> <li>• Co-operative stakeholders</li> </ul>
<b>Other</b>	<p>Carry out duties as may from time to time be allocated to ensure that an effective financial compliance function for the co-operative is delivered. The Board may decide that it is an appropriate fit for the Treasurer to carry out functions over and above those necessary to carry out this role. However, in doing so an appropriate role description should be drafted for each function and shall form part of a composite role portrait for the co-operative treasurer.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Holds a financial qualification from a reputable finance institution</li> <li>• Practical experience from having held a similar position in another body</li> </ul>