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FINANCE AND MEMBERSHIP MANAGEMENT ROLE

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Section 1. Introduction

TECs are looking for someone to join our team of professionals from a range of business and community sectors.

We have a mix of people, some giving their time for free and others contracted by TECs to deliver specific services. We believe that Community Energy (CE) is an excellent vehicle for our efforts and personal energy to mitigate against the affect of Climate Change, benefit our local economy and community.

TECs is one of a number of CE co-operatives in the South West (SW), we are planning to install some 150kWp rooftop PV in 2016 with a first 50kWp installation already completed and a successful community share offer achieved. TECs is also evaluating other renewable technologies and more extensive PV projects longer term.

There are several organisations active in the Community Energy sector in the SW, offering opportunities for local business to provide a range of services. TECs recognises that it cannot rely on its volunteers to carry out its business operations longer term. Our operations budget therefore allows for such services to be outsourced once we have established our revenue stream, expected to start in 2nd half of 2016.

Section 2. The Benefits to you and your organisation

You will be involved in a worthwhile community venture. You can offer your expertise to benefit your local community. Your chance to give something back in your local area.

Involvement in CE could be good for your professional development and would certainly look good on your cv.

Interesting challenge to work with people from different sectors with different mindsets and experience. An opportunity to broaden your horizons.

And of course the potential spin-offs for you and your organisation in terms of possible contracts from TECs and other CE groups, at the very least it would increase your profile locally.

Section 3. Scope of the Role

TECs has already established several financial and operational documents, templates and processes. We have been using these for our first project and hope to continue to develop them for the next 2-3 projects in 2016 and around 3-5 in 2017.

The role requires expertise in the areas listed below. It covers managing existing financial/accounting arrangements and Membership for TECs as we include new projects and Members in 2016 and beyond. This will include improving on existing templates and processes with opportunities to learn, innovate and broaden responsibilities in these and related areas.

By joining the team as a member of the Support Forum or as a co-opted Director, you will be working with other volunteers and the Board. You would be reporting on progress to the TECs Board.

TECs is focusing on rooftop solar PV as its preferred renewable technology. An understanding of this and other renewable technologies such as biomass heat as well as energy saving technologies such as lighting and insulation is useful, but not necessary.

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Section 4. The Financial and Membership Areas

The two main areas of responsibility will require you to have:

- ability and willingness to learn new skills;
- organisational and communication skills;
- ability to be a cooperative team player;
- appropriate information systems skills;
- familiarity with, and ability to handle, numbers and financial information;
- self motivation and flexibility, ability to deliver on commitments.

You do not have to have prior experience in either of the areas of responsibility as you would be trained in how to do these.

You will also be given the flexibility to define the role as you gain experience and, if appropriate, extend this to other areas of the business.

4.1 Financial & Accounting

- Operate financial/business processes and templates including accounting spreadsheets, financial models, financial reporting, asset management, cash flow, corporation tax, VAT.
- Dealing with all banking matters within the constraints set by the Board of Directors.
- Prepare and submit annual accounts and registrations to the Financial Conduct Authority.
- Preparing and submitting quarterly energy bills.

4.2 Membership Management

- Manage and maintain membership/investor database (MS-Excel spreadsheets & Mail Chimp forms).
- Monthly reporting to Board meetings.

Section 5. Hours & Pay

TECs has set aside funds to pay for this service, but recognises that at this stage the role may be a mix of paid/voluntary work. The terms for this are negotiable.

The exact scope of the role and deliverables will need to be agreed to suit both parties. An hourly rate will also be agreed in advance.

Based on our experience to date, 'typical' time needed to deliver the various areas are:

- Monthly invoices, meter readings and accounting updates ~ 1-2 hrs
- Quarterly billing, reports, VAT submissions and Board meetings ~ 2-3 hrs
- Annual accounts ~ 5-15 hrs
- Monthly membership records and share issue ~ 0.5-1 hr
- Ad-hoc new projects and share offers ~ 20-30 hrs

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