

Treasurer, Recovery Festival CIC

<https://www.therecoveryfestival.co.uk/>

Salary:

Volunteer role

Contract Type:

Volunteer

Hours:

Expect about 5-6 hours/month, increased in May-July, less in August -December

Contract Details:

5 hours per month on a voluntary basis

Location:

Bristol

Could this be you?

Are you interested in being part of a community event that helps people rebuild their lives and contribute positively to the life and community of Bristol?

Do you have financial skills?

Would you like to be Treasurer for the Recovery Festival Community Interest Company? This is not a heavy time commitment. The Recovery Festival is an annual Bristol-based event in June or July, with an income well below £10k per year.

About us

The Recovery Festival is a one-day, Bristol-based, community event, which is free to anyone wishing to attend. This annual, volunteer-led celebration of life in recovery, started in 2013, has become the biggest recovery-focused event in the South West, demonstrating that no matter what any of us have been through, it is always possible to transform the worst and to bring out the best in ourselves.

Together we carry hope, compassion and understanding, and we are willing to accept help and support one another along the way.

We create an atmosphere of fun, hopefulness, and inclusivity, allowing us all to meet as equals and be inspired by one another.

- For those in recovery: we celebrate the stories and achievements of individuals, families and communities across the South West who have been impacted by addiction, isolation, homelessness, mental ill-health or other major life-disrupting circumstances.
- For those still in active addiction, we offer evidence that a worthwhile life of freedom from the substances/situations that have trapped them, is both possible and enjoyable.
- For those working or volunteering with treatment and support organisations, we enable networking and help enhance their knowledge and experience of recovery, as well as giving an opportunity to meet people who have survived, thrived and moved on to a better life.
- For those who think addiction is a dead end, it is our hope that we can change their mind.

Your role

As a treasurer you will be responsible for:

- Providing guidance and supporting the committee to use excellent systems and procedures.
- Helping prepare budgets
- Reporting to the Committee, in writing or in person, regarding cash-flow forecasting, income streams, outgoing expenses.
- Handling BACS payments and acting as a signatory on bank payments.
- Finance role ensuring the monthly accounts are accurate and produced regularly.
- Main point of contact for HMRC, Companies House, Bank account, and any payments required by suppliers.
- Helping foresee challenges ahead and mitigate risks to the financial sustainability of the CIC
- Expect about 5 hours per month until August, with increased activity around the time of the festival (currently in late June). Very little expected August-January.

About you

We are looking for a person who has:

- Good financial management knowledge and skills, preferred qualified bookkeeper with experience of preparation of accounts in XERO or similar software.
- Good experience in a financial role
- A willingness to devote the necessary time and effort
- A commitment to Recovery Festival values of hopefulness and inclusivity
- A commitment to equal opportunities
- Available to receive a handover when our current treasurer steps down in June.

If you would like to know more, Please contact either:

Clare Fleming, Chair Recovery Festival CIC

clare@tomfarclas.com 07762 108464

or

Hayley Chiba, Treasurer H.chiba65@hotmail.co.uk