The Finance Director has health problems and we seek someone who would be capable of taking over that role if his health deteriorates further. This is a voluntary position. Responsibilities of the finance director include:

* setting up financial controls including banking systems.
* preparing financial returns for the Board , and any financial information requested by the board;
* making VAT and any other financial returns required;
* paying bills, keeping the books and preparing Annual Accounts using a Sage program;
* maintaining good working relations with the Company’s audit inspectors and bankers;
* forecasting the financial development of the Company.
* Responsible for increasing funding through grants and donations

If you wish to ask any questions or are interested and feel you are capable of taking on this position please contact the Financial Director either through [douglashill1@tiscali.co.uk](mailto:douglashill1@tiscali.co.uk) or to 8 Long Lakes, Williton, Somerset TA4 4SR With details of why you could be suitable.