VOLUNTEER OPPORTUNITY

Finance Director (Part-Time, Voluntary)

People's Parkfield CIC · Paignton, Torbay · 10–12 hours a month

Could you put your financial skills to work for the community across Torbay? We're looking for a Finance Director to join our volunteer steering group to lead on the financial strategy of our growing community organisation.

About us

People's Parkfield CIC manages Parkfield House and its grounds in Paignton, under a 40-year lease from Torbay Council, transforming the site into a vibrant community resource. We support local organisations to deliver positive outcomes for residents of all ages, with a strong focus on young people — renting office space in Parkfield House and managing woodland and a national-standard BMX track. Find out more at peoplesparkfield.org.

The role

As Finance Director, you'll take the lead on our financial health and strategy — giving the Steering Group and staff the confidence and clarity they need to grow our impact. You'll work closely with our Finance Manager and accountants, and report regularly to the Steering Group.

What you'll do

- **Strategy:** Develop and oversee our financial strategy so it aligns with our mission and goals.
- **Compliance:** Review and strengthen our financial policies and procedures, ensuring we meet regulatory requirements and maintain transparency.
- **Budgeting & forecasting:** Oversee budgets and financial forecasts to guide planning across the organisation.
- **Financial management & oversight:** Liaise with our Finance Manager to keep our Xero records accurate and easy to follow, and with our accountants on the annual accounts.
- **Reporting:** Present clear financial reports to the Steering Group, with insights and recommendations.
- **Fundraising support:** Support the preparation of financial information for grant applications.
- **Risk management:** Assess financial risks and put safeguards in place to protect our assets and resources.

What we're looking for

- **Financial expertise:** Significant experience in finance, accounting or a related field — a relevant qualification is likely, and CIC or wider social enterprise experience is a bonus.
- **Community commitment:** A genuine passion for supporting your local community.

Time commitment

Around 10–12 hours a month, flexible around your professional and personal commitments. This includes Steering Group meetings (usually remote) and occasional in-person meetings at Parkfield.

Why join us

- **Real impact:** Use your financial skills to help a successful community enterprise improve lives across Torbay.
- **Professional growth:** Gain first-hand insight into CIC operations and valuable experience in the community sector.
- **A supportive team:** Work alongside a dedicated, passionate group where collaboration and mutual respect come first.

How to apply

For an informal conversation please contact our Centre Manager mark@peoplesparkfield.org.

Applications are reviewed on a rolling basis until the role is filled — early applications are encouraged.