



WANTED

Volunteers for the Finance Team

[Climate Emergency Action Ltd](#) (CEA) and [Compassionate Revolution Limited](#) (CRL) are independent limited companies which act as service companies to 'Climate Action entities' (the most significant of which is Extinction Rebellion UK – the 'movement').

We are seeking volunteers to join the Finance Team. The skills required include one or more of any of the following:

1. Organisers and administrators with excellent presentation/communication;
2. Accountancy qualified and/or bookkeeping experience (e.g. Xero);
3. Experience in a charity or NGO organisation;
4. Risk management, compliance, project management;
5. Experience in financial reporting and/or management information.

Our wish is for a diverse team which fully reflects the inclusive nature and regenerative culture of the movement.

Minimum Requirement

Volunteers should be willing to commit to **at least 10 hours per week**, preferably more as some roles need daily input. Some specialised skills could be welcome on an ad hoc basis.

Interested? Next steps

Please [email](#) Andrew Medhurst with some information about skills and experience, LinkedIn profile if you have one and CV (if available).

Depending on interest, we will schedule one or more online meetings to further explain what the Finance Team does, how we wish to improve how we support our clients and answer any questions from potential volunteers.

Interested? Or not sure but would like to know more before getting in touch?

You can find some relevant information on the [CRL website](#) including:

- [Financial reports](#) to XRUK produced on a monthly basis;
- [Financial transparency](#) which we handle on behalf of XRUK.

A more detailed explanation of the roles and responsibilities of the team is provided on page 2 overleaf. We look forward to welcoming you into this "mission critical" team!

Kind regards

Andrew Medhurst – Finance Team

[Email](#) / [LinkedIn](#)



What does the Finance Team do?

Key responsibilities (incl. approximate (required) headcount) in addition to possible other roles consistent with XRUK Self Organising System principles e.g. **External Coordinator (1)** and an **Internal Coordinator/Admin Support (2)**:

Payments Team (2)

- Managing the various bank accounts of Compassionate Revolution Ltd and relationships with Triodos Bank and other financial service providers (e.g. PayPal);
- Making payments against claims (as per policy and subject to budget holder authorisation);
- Administers the volunteer living expenses procedures via payroll etc.

Budget Team (2)

- Determining the total financial resources available for allocation to various XRUK circles and projects;
- Managing budget allocation procedures which are consistent (as much as possible) with the movement's strategy, decentralisation and transparency objectives;
- Supporting budget holders with their responsibilities.

Management Information and Support Team (3)

- Produces information to support XRUK's financial transparency with the public (including media);
- Produces periodic and timely reports to:
 - Support the movement in achievement of its strategy and objectives;
 - Aid the movement in its decision-making processes;
 - Support budget holders and working groups to monitor resources and performance**
- Responds to one off requests for financial information from the movement/media;
- Supports Finance Team to produce and maintain support guides in a single place online**

Policy, Accounting, Risk and Compliance (4)

- Owns Financial Policy and supports the movement's Financial Integrity Team (FIT) as secretariat**
- Designs and maintains a Risk Register to identify and manage all financial risk**
- Responsible for bookkeeping and completion of financial accounts;
- Procures professional advice from third parties to ensure compliance;
- Supports the directors of CEA and CRL to discharge their responsibilities.

As of January 2021, the Finance Team consists of **6 persons** so the team is looking at significant expansion over the next few weeks.

End.