



Finance Director Job Description

About the RRT

The Roman Road Trust (RRT) is an innovative organisation helping regenerate a high street and its community in one of the poorest boroughs of the country - Tower Hamlets, London. The Roman Road is in the heart of London's East End and home to one of London's longest-running and largest street markets.

RRT's Vision is for a thriving local economy that gives opportunity and space for communities to flourish.

Since its creation in 2013, RRT has helped launch several regeneration initiatives including the now annual Roman Road Festival and the Roman Road LDN website. We also promote Localism and campaign actively on planning issues. We are engaged in developing a Neighbourhood Plan to help give local people a say on the development of Roman Road. This is a joint venture with The Cass (London Metropolitan University). We consult with local businesses on their needs and will be rolling out a programme of media and technology support and training for businesses. We are also piloting a new market and community space on the Road, the weekly Roman Road Yard Market, and launching a project to celebrate Bow Suffragettes through a history and art trail.

RRT is a Community Interest Company (CIC). All profits are ploughed back into our community initiatives. Our ambition is to become a financially sustainable structure that offers a viable vehicle to empower the local community now and long into the future.

RRT is constitutionally set up as a membership organization, with local Members. However, the membership scheme is yet to be implemented.

The Organisation

RRT is led by Chief Executive Officer, Tabitha Stapely. Tabitha is a local resident and digital consultant. Prior to founding communications agency, Social Streets CIC, Tabitha worked at Hearst Digital UK developing their digital products. Tabitha started her career as a print journalist with spells at Conde Nast, The Telegraph Group and IPC before switching to digital in 2000. She works for RRT on a freelance professional basis.

RRT's work is done on a project-basis, with most projects led by Tabitha or other freelance professionals who work regularly for RRT, in particular Clare Burgess. Much

work is also done on a voluntary basis, or with volunteer assistance. The RRT has no permanent employees.

RRT's activities have grown gradually since the organization began as the Roman Road Town Team in 2012, incorporating in November 2014. In this financial year the organization will turn over c£50k.

The Board

Tabitha Stapely reports to the RRT Board. The Board is non-executive and comprises:

- **Chair** - Holly Stout (local resident, barrister specializing in public and employment law)
- **Secretary** – Stephanie Fox (local resident, Ecommerce and Marketing Manager at a jewellery brand)
- **Finance Director** – *Vacant*
- **Planning and Development Director** – Sarah Allan-Sinclair (local resident, architect, urban designer and project manager)
- **Commercial Director** - Nick Morgan (local resident, founder of Big Cat Events)
- **Community Engagement Director** – Irene de Lorenzis (local resident, Senior Business Development Manager at M-brain)
- **Business Engagement Director** - *Vacant*
- **Director** - Nick Pettersen, local resident
- **Director** - Jennifer Thompson, local resident

Board Meetings

Board meetings are usually held in the evenings on a Wednesday. At the moment, these are monthly but it is intended to reduce these to quarterly once the organization is more established.

Directors are expected to attend Board Meetings regularly and sub-committee and other meetings occasionally where necessary.

The role of the Finance Director

The Finance Director is a qualified accountant whose responsibilities include:

- Managing the bookkeeper and overseeing the production of monthly management accounts
- Preparation of finance reports for each Board Meeting, and ensuring that the Board is notified of any significant financial developments between meetings

- Monitoring the Trust's financial position to ensure that it always operates on a prudent and secure basis while furthering its work in the local community
- Establishment and monitoring of appropriate financial procedures for the organisation
- Advising the Board on financial matters, including the prudent use of funds and development of the Trust's ambitions for a sustainable future
- Assisting fundraising efforts to support the development of the Trust
- Reviewing, advising on and approving project budgets; monitoring performance against budget, including production of project accounts when required
- Reviewing the CEO's Annual Budget and Business Plan
- Managing the organisation's bank account and authorising transactions when necessary
- Provision of financial information for fund-raising applications and other required funds and reports
- Preparation and filing of RRT's annual accounts and tax returns, in conjunction with the accountant

All Directors must abide by the RRT Members' Code of Conduct, RRT Financial Procedures and RRT Equal Opportunities Policy.

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