

## **East Lancashire Railway Preservation Society Limited**

### **Vacancy for Finance Director – Voluntary (un-paid) Position**

The East Lancashire Railway Preservation Society Limited is a Registered Charity (Company Registration Number 11773904) (Registered Charity Number 1190609).

The Society has over 2,500 subscribed members.

The stated objectives of the Charity are:

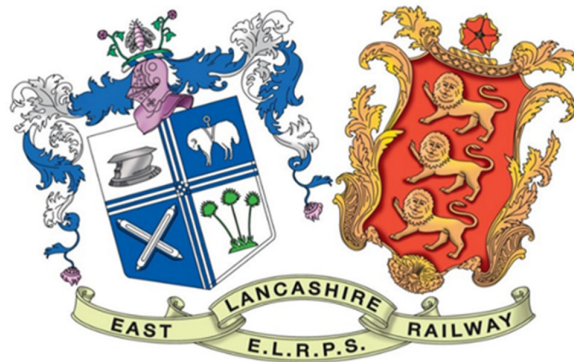
To advance education for the benefit of the public in the history, heritage construction, engineering, and operation of the East Lancashire railway in such ways and by such means as the trustees shall determine and by supporting the charitable work of East Lancashire Light Railway Company Limited (registered charity number 1186648), and in particular its work to:

- a) preserve the whole or part of the ex-British Railways branch line between Rawtenstall and Castleton Junction through Bury together with its connection to the National Rail network.
- b) operate, restore, maintain, and improve locomotives, rolling stock, infrastructure, and all other objectives of the said railway.
- c) encourage volunteer activity in the furtherance of its aims.

Following the resignation of the existing post holder the Society is looking to appoint a replacement.

The post of Finance Director is crucial to the continued success of the Society which, over the past three years, has been transformed from an 'Unincorporated Body' to a Company Limited by Guarantee and since 2020 a Registered Charity.

The role of the East Lancashire Railway Preservation Society Limited and its interaction with the East Lancashire Light Railway Company Limited is constantly evolving and the Society is looking to take on the role of 'Principal Fundraiser' for the East Lancashire Railway. The Finance Director role is seen to be pivotal to the success of this venture.



## **East Lancashire Railway Preservation Society Limited**

### **Person Specification/Role Description – Finance Director**

Reporting to the Chairperson of the East Lancashire Railway Preservation Society Limited the Finance Director will be responsible for:

- Compilation and maintenance of accurate accounts utilising Xero
- Preparation and submission of monthly financial reports to the Board of the East Lancashire Railway Preservation Society Limited, including detailed explanations of expenditure.
- To conduct the reconciliation of all financial transactions.
- Preparation of annual accounts.
- Liaison with and submission of accounts and reports to regulatory bodies (Companies House/Charity Commission, etc).
- Liaison with and submission of returns to HMRC in respect of Corporation Tax, Tax exemptions and the claiming of Gift Aid.
- Presentation of Year End Accounts at the Annual General Meeting of the Society.
- Further develop the Financial Regulations and Operation Procedures governing the conduct of the financial transactions of the Society.
- Overall supervision of cash, cheque and electronic payments received by the Society.
- Judicious management of Society monies ensuring the security of monies held within the various accounts.
- To attend and participate in the periodic meetings of the Society Board.
- To be the recipient of funding requests received from the East Lancashire Light Railway Company Limited, evaluate bid documentation and liaise, where necessary, with the East Lancashire Light Railway Company Limited prior to submission of any bid to the Society Board.
- Provide additional financial reports as requested by the Chairperson.

The ideal post holder would hold a recognised accounting qualification and be experienced in the following:

- IT
- Company returns including Companies House, Charity Commission, HMRC, etc
- Knowledge of Company and Charity Law
- Dealing with other bodies such as Banks and Insurances

Further information on the role and the submission of detailed CVs in support of application should be addressed to the Society Secretary at [secretary@elrpsltd.org.uk](mailto:secretary@elrpsltd.org.uk)