



Flo's Place in the Park

Flo's - the Place in the Park community response to local economic and social issues. Transforming a decommissioned children's centre turned thriving community enterprise hub, Flo's opened in September 2018 and has grown steadily since. With the aim to respond to the needs of a local community through the local economy, Flo's has become a flourishing centre, a place with a hive of activity, where charitable community work and business are integrated and mutually supportive.

Flo's is a place of inter-generational meeting and social cohesion focusing upon the three core themed areas of nature, food and families. We run a Cafe serving delicious food 7 days a week, a refill shop selling plastic free items, a highly popular Nature-based Nursery, the NHS Community Midwives, Children's & Family activities, a Food Justice programme and social enterprise incubation initiatives. We host many other community activities, groups and events. 100% of the income generated by Flo's enterprises goes into developing the building, gardens, events and community initiatives .

Flo's has grown at pace, has taken opportunities well, but is ambitious to build on that success. You will be joining at a time when we envisage another phase of development, and you will have the opportunity to contribute to shaping the strategy and plans. Indeed Flo's may prove to be a new model of interest more widely.

This is where you come in. Flo's is governed by a Charitable Community Benefit Society - People Place and Participation Ltd. and has a trading arm, Flo's Trading, which administers the cafe and shop. PPP is run by a board of Trustees and Flo's Trading has its own board of directors. As a membership organisation we are accountable to our members and host a yearly AGM and membership forum.

We are now looking for a treasurer to join our board of Trustees of Flo's and also sit on the Board of Directors of our Trading subsidiary. This is an exciting role, supporting the Board to oversee the finances of our complex and growing organisation. This role would suit someone with financial management experience, interested in learning about community enterprise and how local trading can make a real difference to a locality and it's residents' lives.

Impact: You can get detailed understanding of our achievements in the last year, by looking [at our impact report here.](#)



The role of the Trustees at Flo's

Trustees are responsible for managing the strategic, legal and financial affairs of PPP. The trustees must always act in the best interests of PP&P exercising due care and diligence. It is an exciting role in which strategic decisions are made to best support an ambitious organisation.

It is the duty of all trustees to:

- Ensure that PPP, its staff and volunteers, comply with its governing document (Constitution), charity law, and any other relevant legislation or regulations
- Ensure that PP&P pursues its objects as defined in its governing document
- Contribute actively to the trustees' role in giving firm (short and long term) strategic direction setting overall policies, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the reputation, values and integrity of PP&P
- Ensure the financial stability of the organisation, protecting and managing PP&P's resources

We have a highly skilled board of 10 current trustees- see our website for details <https://www.flosxford.org.uk/meet-the-team/> The board works closely with the 3 managers and coordinators. We work in a collaborative, non hierarchical way but each take on leadership and responsibility in our area of focus.

If you would like to find out more about being on the board of trustees, have questions or think you might be the right candidate, please do get in touch with Richard our chair on chair@flosxford.org.uk

The role of the Treasurer at Flo's

PPP has an iterating and diverse set of socially driven activities and our treasurer must be enthused by our energy and focus areas. We will be mapping out our future course during 2022 as we come out of Covid in a strong position to help and support our community. A new treasurer will help us chart our journey around our three thematic areas: Nature, Family and Food Enterprise.

The role of the treasurer is to oversee the financial affairs of PPP and it's trading subsidiary "Flo's Trading" . Both sets of finances are intimately linked and interdependent within a relatively small organisation overall.

How finances work at PPP: We employ two forms of accounting expertise at Flo's who would work closely alongside the Treasurer.



1. Our Finance Manager who manages our accounts/books, provides reporting by cost centres and for PPP Ltd overall, coordinates the budget setting process, provides input to grant applications/bids and supports our managers manage their budgets
2. Through a contract with SPX who manage our VAT returns, payroll, end of year accounts and provide ad hoc advice.

Both of these are supported by the Treasurer and the other centre managers.

We have three cost centres (the centre, the nursery, community activity) and a separate Trading arm (Flo's Trading Co) for our cafe and shop enterprise. We draw upon a range of funding sources through trading, grants and publicly funded nursery places. Flo's financial position is healthy and the majority of our income comes from trading and fees.

It is the role of the Treasurer to:

- Maintain an overview of PP&P's financial affairs
- Support other Trustee members to make strategic financial decisions in PPP's best interest
- Attend quarterly finance meetings, quarterly PPP Board meetings and quarterly Flo's Trading Co Board meetings. Dates will be given well in advance.
- Oversee the budgeting process working closely with our finance officer and managers where required
- Ensure PPP has a financial risk register maintained and leading to action where required
- Present (with others input as required), to trustees, quarterly reports to show PPP financial health
- Where needed help shape future scenario reports
- Present annual accounts to members at the AGM
- Ensure statutory returns are made to relevant regulatory bodies (FCA)

Person specification

All trustees must have:

- A commitment and interest to the mission of PPP Ltd
- A willingness to devote the necessary time and effort (see details below)
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A sensible approach to risk management in line with our values of being a safe, welcoming venue for exploration, learning and community building.
- An interest in developing proportionate, flexible and appropriate approaches to financial management



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- A commitment to equal opportunities
 - Good, independent judgement and integrity
 - Be able to attend quarterly trustee meetings, quarterly finance sub-group meetings and necessary preparation work.

Additionally the treasurer should have:

- Experience of financial operational management and/or accountancy
- Experience in strategic financial management
- Does not have to have specific experience of a CBS though this would be welcomed.

Time commitment:

Flo's has an impressive track record, is a successful CBS and has a talented board. We therefore add value to your CV and more importantly will bring a strong sense of purpose given what we do and in helping to shape our future. The role will take time and we are not a passive board

We estimate that the time commitment of the Treasurer role will be to attend one 2hr meeting per month (either trustee, directors or finance meeting) plus an extra approximately 3 hours per month of work alongside the financial managers.

Expressions of interest

Please get in touch with the Chair of Trustees to express your interest in this role; Richard Hadfield chair@floxoford.org.uk

To find out more about Flo's

Visit our website: <https://www.floxoford.org.uk/>

Have a look at our year most recent impact report here:

https://www.floxoford.org.uk/wp-content/uploads/2021/09/Flo_ImpRep2021_v3.pdf

Read our original business plan:

https://www.floxoford.org.uk/wp-content/uploads/2018/06/Flo_Business_Plan_v12.pdf