

Position details:

Director (finance and HR), Levenshulme Market CIC

Directors of the Market have specialist areas that they provide guidance on to the Market Manager and the operations team and report to the board when we meet every month for two hours – in this instance the candidate should have a background in or understanding of best practice in the field of finance and/or HR.

Each Market Director also takes a rotated position for six months every two years as the Director (operations – rotating), whereby they will work more closely with the staff to understand the processes by which the market is run, take overall responsibility for meetings and act as a line manager to the Market Manager.

The Directors of the Market are unpaid. However, on occasion, where a Director is well suited to an operational task that is above the remit of a staff member, they may be paid to complete this task at an hourly rate which is above the Living Wage.

If you are interested in joining us please read the descriptions of the post below and email info@levymarket.com in the first instance with a summary of your background, suitability to the role and why you would like to be involved. We look forward to meeting you.

All Directors are responsible for the following:

- **Attending monthly meetings.**
- **Providing a report of monthly activity and progress against their key aims and projects.**
- **Submitting any agenda items not covered by the above report for discussion at meetings.**
- **Ensuring their outcomes and actions are correctly recorded at meetings and acting on actions assigned within agreed timescales.**
- **Working collaboratively with other Directors and staff as required by specific projects.**

Specialisms

Director (operations – rotating)

A rotating position to be held by any one Director for six months at a time. This Director should endeavour to spend at least half a day working with the Market Manager at the start of their tenure and helping at on least one morning and one evening shift at a Market during the course of their tenure – both of these elements will be remunerated at the current hourly rate paid to the staff member being shadowed.

Responsible for:

- Arranging monthly board meetings for days, times and locations suitable to all Directors. Chairing meetings, communicating with Directors in advance of meetings to gather agenda items and produce printed agendas and previous minutes, assigning minute takers and ensuring that minutes are circulated in a timely manner and saved in appropriate locations for future reference.
- Acting as a point of contact for fellow Director queries about roles and responsibilities.
- Acting as a first point of a contact for external queries about the general business operations (i.e. Companies House web filing).

- Leading on the organisation of any board level-specific training if required – with support from other Directors.
- Leading on the organisation of any company-wide gatherings (i.e. Christmas party) if required – with support from other Directors.
- Line management of the Market Manager.
- Attending monthly operations meetings to discuss “on the ground” issues arising with the Market Manager and Senior Market Co-ordinators.
- Acting as a first point of contact for the Market Manager and other junior staff with operational queries.
- Ensuring sufficient cover is in place to cover the above duties for any holiday periods where they may not be available.

Director (finance and HR)

Responsible for:

- Maintaining overall control of the company accounts, P&L and cash flow forecasts – monitoring financial sustainability and healthy reserves and advising on where efficiencies or additional income is required.
- Managing the monthly payroll for salaried staff members (in conjunction with the Market Manager and our accountancy firm).
- Supervising and supporting the work of the Market Manager as relates to recording and processing financial transactions.
- Taking responsibility for managing all contracts and other statutory documentation and processes for salaried staff – including holidays, sick documentation, appraisal and work place pension, procedures (in conjunction with the Market Manager and our accountancy firm).
- Managing the annual accounts submission to Companies’ House (in conjunction with the Market Manager and our accountancy firm).
- Developing robust procedures to ensure that the company is a legally compliant and ethical employer for all Directors, salaried and casual staff.