

## Finance Committee

### Who We Are

ReForest London is a non-profit organization dedicated to partnering with our community to enhance environmental and human health in the Forest City, by inspiring, educating and empowering Londoners to plant and care for trees and to be part of a sustainability-focused future for our community. We are also undertaking a significant new project: the creation of London's first Environment and Sustainability Centre. This hub, the Westminster Ponds Centre, endeavours to promote environmental excellence, sustainability, health, and wellbeing through the co-creation of resources, services, and programs.

### The Role

We are looking **volunteer Finance Committee members**. We are seeking someone who is action-oriented and interested in sharing their expertise within a very active and growing local non-profit. FAC is a diverse committee that brings many perspectives and experiences to share.

Finance Committee is a hands-on committee, with members working together to build a robust set of financial policies and practices, and to assist staff by overseeing finance and audit related tasks. The committee consists of 2-3 Board Directors and 3-6 committee members. The committee undertakes project and objectives in alignment with ReForest London's strategic plan, as well as tackling emergent issues as they develop. There are many opportunities to build new skills and knowledge.

### Committee Responsibilities

- Oversee the organization's financial and control systems
- Assist in the planning, budgeting and forecasting processes
- Review financial reports and internal financial statements
- Prepare special reports by collecting, analyzing, and summarizing information and trends
- Ensuring compliance with accounting principles and standards
- Monitor adherence to the budget.
- Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
- Ensure approved financial policies and procedures are being followed.

### Who are we looking for?

You are passionate about creating a greener and more sustainable future. You know great community impact relies on great organizational foundations and tackling new opportunities. You are looking for an opportunity to contribute to an organization that makes a deep and lasting impact. You are looking for a collegial and fun volunteer experience but one that will also add to your professional experience.

**Qualifications**

- Knowledge in NPO finance would be an asset
- Experience in budgeting, asset management, financial management, risk management and audits
- Strong analytical and business analysis skills
- Ability to take initiative and independently prioritize own work
- A passion to fuel our organization to new levels of accomplishment and to make our community even better
- Post-Secondary education in Finance or Accounting is an asset, but not mandatory

**Time Commitment**

The FAC committee meets the second Monday of each month for 1.5-2 hours, plus approximately 2 hours of work between meetings.

**To apply**

Please apply here by November 15<sup>th</sup>

<https://airtable.com/appFPkOb8MlxUa1KA/shrOeK1Su0z2x59hh>

There is a place in this form to upload your resume.

Successful candidates will be contacted for a brief discussion before the end of November. They will then be invited to attend the Committee's December meeting to get a feel for the group prior to being asked for a commitment.