



## Overview

Role:	Director of Finance
Salary:	Voluntary
Contract:	Approximately 8 hours per month
Location:	Remote, except ad-hoc strategy days and events

Purple Field Productions ('PFP') is looking for a Finance Director to join our established international development film charity. Our long-serving Finance Director is stepping down at the end of 2024 and we are seeking a replacement to join the Board ahead of this to enable a smooth transition.

PFP has an experienced Board of Directors and Trustees who are jointly responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities, and the development of the organisation's aims, objectives and goals in accordance with the governing document, and the legal and regulatory guidelines.

This is an exciting and unique opportunity at the heart of the organisation, and this post presents a worthwhile opportunity to help advise an innovative organisation through a period of change and development. We are looking for someone who values the volunteer experience and is committed to seeking ways to tackle social stigma and social inequality through the creative use of film and other media to educate and inform.

Apply now to help us continue making films that make a difference.

## About Us

PFP is a UK-based charity working in Africa and Asia since 2004, and this year we are celebrating our 20<sup>th</sup> anniversary. Our latest activities have primarily focused on Malawi, Sierra Leone and Kenya. Our Mission is to work together with local people and filmmakers to produce, distribute and show local language educational films that give help and hope to vulnerable and disadvantaged communities.

Every PFP film seeks to bring about positive change by engaging audiences with themes, characters and subjects that address important challenges facing themselves and their communities.

- We commission, fund and manage film productions
- We train and mentor local film makers
- We partner with other organisations to produce media for their charitable objectives
- We organise film distribution and viewings and promote digital engagement
- We facilitate audience conversations to encourage deeper exploration of issues
- We measure the impact of our films to ensure continued improvement

We produce a range of media from short documentaries and music videos to full-length feature dramas. Our work covers a wide range of subjects, including: health, disability and rights; social prejudice and stigma; agriculture; and environment and conservation.

See our Annual Reports for more information on our work and recent activities:  
[www.purplefieldproductions.org/governance/](http://www.purplefieldproductions.org/governance/)



### Primary responsibilities

- Prepare monthly management accounts and provide finance updates at quarterly Board meetings.
- Manage the payroll of two part-time UK-based employees.
- Undertake banking as and when required, mostly relating to overseas payments, with support from our Administrator.
- Ensure that effective financial processes, systems and controls are in place and maintained.
- Co-ordinate the annual business planning process, including the budget.
- Prepare the financial statements and review for the Annual Report and manage the Independent Examination.
- Be responsible for updating Companies House and The Charity Commission.
- Contribute to the effective governance of PFP, including: ensuring PFP is accountable and carrying out its purpose for public benefit; ensuring compliance with the governing document and applicable law; and challenging the management of resources and ensuring financial stability.
- Work with the Board in developing and advancing PFP's vision, mission, and strategic goals.

(Note, we use Xero's intuitive cloud-based ERP system for bookkeeping, accounting, payroll and reporting.)

### Key requirements

- A recognised financial qualification if preferable, but not essential, and training will be provided
- Good relationship skills and proven track record of cultivating positive relationships
- Self-motivated and proactive
- Commitment to PFP's purpose and values

### Application

Please submit a short introduction and CV to: [joel@purplefieldproductions.org](mailto:joel@purplefieldproductions.org)

Deadline for application: 31 October 2024

Purple Field Productions is committed to a diverse, equitable and inclusive work environment respecting differences and guaranteeing the same rights to all its employees and partners. We are keen to receive applications from a diverse range of people who embrace our ethos of inclusivity.