



## Rules

1. The Membership and Associate membership of FinanceHeads is at the sole discretion of its Directors
2. Members and Associates shall adhere to the Code of Conduct of FinanceHeads
3. Members and Associates must have
  - a. a professional accountancy qualification, and be a member of a recognised professional body and adhere to its rules and regulations.
  - b. at least ten years post qualification experience in industry or commerce (not public sector), or in a relevant senior finance position.
  - c. professional indemnity insurance of at least £250,000
4. \*\* Member's primary earned income shall be from the provision of finance director or financial management services rather than legal and statutory compliance services.
5. \*\* Members must have at least two years experience of working with small and medium sized businesses as a part-time finance director.
6. Members and Associates shall submit at least one reference (\*\* from a client who has received finance director/financial management services from the member)
7. Members and Associates shall pay an initial joining fee of £100, together with a monthly subscription of £25.
8. The initial membership fee and the monthly subscription can be varied at the sole discretion of the directors.
9. Where a client is referred from one Member or Associate to another, a referral fee of 10% of the first years income will be payable by the receiving Member/Associate to the referring Member/Associate. Such amounts will be notified to the referring Member/ Associate each time the client company is invoiced and the referring Member/Associate should raise an invoice for the fee. This rate can only be altered by the agreement of both the referring Member/Associate and the receiving Member/Associate in writing.
10. Members/Associates must not 'poach' an existing client from a fellow Member/ Associate.
11. Directors will from time to time initiate marketing initiatives for the benefit of all FinanceHeads and will notify Members/Associates appropriately. Members/Associates are deemed to agree to all such marketing initiatives that have been unanimously approved by the Directors. Should a Member/Associate NOT agree then they should notify the directors and they will turn down any work for that Member/Associate that may result from such initiatives.

\*\* Items 4 and 5 above do not apply to Associate members. Item 6 requires a reference for an Associate, but if he/she has no clients yet, then from a suitable alternative.

***Please sign, date and return this page with your application form and CV***

.....  
***Signed***

.....  
***Name***

.....  
***Date***

