



Eastwood Volunteer Bureau
Wellington Place
Eastwood
Nottinghamshire
NG16 3GB

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Email: yvonneh@eastwoodvb.org.uk

Email: treasurer@eastwoodvb.org.uk

Position of Treasurer

Eastwood Volunteer Bureau

Eastwood Volunteer Bureau is an independent charity which runs 3 main schemes: a Community Transport Scheme, a Befriending Scheme and a Food bank. We have been working in the local community for over 40 years and have 5 dedicated staff and over 30 volunteers helping us to deliver high quality, innovative services and activities for the people of Eastwood.

Job Description

Post Title: Treasurer

Salary: £14 per hour . £29120 per annum pro rata.

Location: Eastwood Volunteer Bureau, Wellington Place, Eastwood, NG16 3GB

Hours of Duty: 12 hours per week.

Provisionally : Monday 12 – 4

Tuesday 12 – 4

Wednesday 12 – 4

Responsibilities

The Treasurer's position is a vital part of our organisation that enables us to function, arrange financial data and provide reports to the Management Committee. The Treasurer will oversee the organisation's finances on behalf of the whole board of trustees, will report regularly on them to the board, and make sure that money is responsibly managed. They will ensure that bookkeeping, record keeping, and budgeting are done properly.

- The application deadline is 9am Wednesday 6th March 2024.
- Shortlisting Friday 8th March 2024
- Interviews will take place on the morning of Wednesday March 13th 2024

Specifically

The Thomas Farr Charity



- a. Maintain and regularly update financial recording systems to include income/expenditure accounts, budget allocations and maintain QuickBooks, and Excel records and reports.
- b. Assist the Manager and Trustees to make informed financial decisions by preparing draft budgets, management accounts and forecasts for the organisation as a whole.
- c. Be responsible for the banking and disbursement of cash to include the payment of volunteer expenses.
- d. Maintain the petty cash system, oversee payments, and receive deposits. Ensure purchase orders are produced in compliance with relevant policies.
- e. Manage an efficient and effective payroll process. Liaise each month with third party providers over payroll and pension arrangements.
- f. Undertake the reconciliations of monthly bank statements, petty cash and management report
- g. Ensure compliance with charity and company financial legislation and procedures
- h. Ensure invoices/payment/payroll data are stored correctly on SharePoint and QuickBooks as appropriate.
- i. Liaise with external Independent Examiners to ensure the annual accounts are produced in a timely and efficient manner for the Committee's approval.
- j. Be responsible for the banking and disbursement of cash to include the payment of volunteer expenses.
- k. Provide financial information for funding proposals, funding applications and end of grant reports.

Personal Qualities/Knowledge

Essential

- a. Educated to GCSE level or equivalent
- b. Excellent working knowledge of MS software - particularly Excel
- c. Experience of bank reconciliations
- d. Good understanding of Quickbooks
- e. Good communicator (written and oral)
- f. Experience of producing BACS transactions
- g. Honesty and integrity
- h. Highly organised and self-motivated; able to plan and undertake work on your own (or with limited direct supervision)
- i. Able to prioritise a diverse workload, meet tight deadlines and use own initiative
- j. Friendly and approachable, able to work effectively as a member of a team
- k. Be flexible with regards to changing days/hours worked if required (cover someone on holiday/sickness etc)
- l. Willing to attend Committee Meeting out of hours
- m. Commitment to diversity and inclusion practices and policies
- n. Take any training courses relevant to the job

Desirable

- a. Experience of producing Annual Accounts
- b. Experience of reporting on grants and funding proposals
- c. Experience of bank reconciliations
- d. Experience of preparing payroll data for submission to third party providers
- e. Experience of liaising with external Independent Examiners