

General Fund Treasurer

Up to 3 ½ years (incl. handover)

Purpose

To ensure that an analysis of the costs and income of the previous YFGM is available at each YFGM and to inform relevant parties if costs and income are not on target to balance by the end of the year.

To take a share of responsibility of the smooth running of the Planning Weekend including, but not limited to, catering, clearing up, entertainments, and welcoming newcomers.

Duties

- To maintain the current account and the deposit account.
- Together with the Finance Officer to ensure the end of year accounts are correct and on time.
- To take responsibility for the security of the cash box during YFGM, process expense claims, make decisions on bursary applications or any non-routine expense claims and to ensure that a donation is offered for the use for the Meeting House.
- To attend Planning Weekends if at all possible and take responsibility for the cash box and for returning it to the YFGM office and process expense claims.

What you could gain from the role

- Experience managing account records and preparing official accounts.
- An understanding of financial requirements for charities in England and Wales.

Skills required

Comfortable with spreadsheets. Good organisational skills. Attention to detail.

Time commitment

Attending YFGMs, Planning Weekends and some time in between those.

See also: Finance Committee