

Treasurer

Up to 3 years, plus 1 YFGM handover

Purpose

YFGM's treasurer maintains our bank accounts, ensures expenses are paid, handles bursary applications, and tracks our spending. They sit on Finance Committee alongside our Finance Trustee and Fundraiser, who between them ensure that our accounts and budget are prepared as necessary, that our finance policy is maintained, and that YFGM remains in good financial health.

Duties

- To maintain the current account and the deposit account.
- Together with the Finance Trustee 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 of the Meeting House.
- 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 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 could you gain

- 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 ongoing work between YFGMs.

Other Requirements

You will need to complete a data protection declaration to take up this role.