

Job Description

Treasurer

Purpose Of The Work

The purpose of the work is to manage the financial matters of the Charity and to provide accurate and timely information and advice to the Trustee Board.

Tasks

The tasks are:

- prepare start of year information (budgets, hire charges and cashflow projections)
- manage reserve funds, asset values and investments
- maintain a long term maintenance plan
- manage financial aspects building insurance
- manage the financial aspects of contracts with external contractors
- report to & advise the Trustee Board

Commitment

an average of 1.2 hours a week

Relevant Skills And Experience

Essential

good spreadsheet skills
good numeracy skills
good analytical skills
understanding of the basics of financial management
working with others

Useful

experience of financial management
experience of financial analysis

For further information call 07747 860 592 or email contact@wasahall.co.uk