

VOLUNTEERING OPPORTUNITY WITH EASTLEIGH BOROUGH AND ROMSEY MENCAP

TREASURER

About the opportunity

Do you have a good head for figures, and an interest in supporting people with learning disabilities? We are looking for an enthusiastic person to join us as their Treasurer.

The Treasurer plays a key role in providing book keeping and financial analysis for the Society's various projects in supporting people with a learning disability. The Society currently employs 6 people.

The role involves:

- Control of banking and payment of invoices/expenses
- Overseeing staff payments
- Recording and monitoring costs attributed to our projects
- Liaising with the Chair and Development Officer on financial matters/projects
- Preparing monthly income and expenditure sheets
- Preparing and submitting statutory reports to the Charity Commission
- Preparing a financial report for the Annual General Meeting, held in November
- Attending committee meetings held every 6/8 weeks in Eastleigh or Chandlers Ford

About Eastleigh Borough & Romsey MENCAP Society

Eastleigh Borough and Romsey MENCAP Society runs a number of activities and projects in the region aimed at supporting people with learning disabilities who live with their families, in supported housing or independently. Full details are available on our website www.ebrmencap.org.uk. We also have 3 to 4 social events for our members and their carers throughout the year. The Society is run by volunteers and employs 6 staff.

What are we looking for?

Preferably an experienced/retired Accountant. Our current Treasurer operates a spreadsheet based system, which covers Bank Account reconciliation as well as project analysis. Own computer and ability to communicate by email essential.

For an informal chat about the role please contact Elaine Fish on 07762 931158 or via email - chair.ebrmencap@hotmail.co.uk