

Volunteer Role	Treasurer
Volunteering Location	Home-based with monthly/regular meetings in Denny
Volunteer Supervisor	Report to Chair
Volunteering Time Requested days/hours	A few hours per week at a time/day that suits the volunteer.
Role Description/Key Tasks	
<p>About Smart Denny</p> <p>SMART Denny is a small grassroots charity, which aims to reduce energy use and tackle fuel poverty in the district of Denny & Dunipace. We do this through raising awareness, and educating and empowering local families, individuals and households to make informed choices.</p> <p>Role Description</p> <p>The Treasurer will join the Board of Trustees to guide and advise them on financial concerns, maintain an overview of the charity’s affairs, oversee the coordination of all financial transactions, ensure the charity is financially viable and ensure proper financial records and procedures are maintained.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • Attending quarterly board meetings (usually in the evening or at weekends) and AGM, which normally last around 2 hours. Providing financial reports at above • Contributing to setting the vision and overall strategic direction of the charity. • Ongoing book keeping. • Compiling the charity’s annual return for OSCR. • Ensuring good financial planning. • Monitoring and reviewing income and expenditure levels regularly and identifying and explaining variances. • Managing and safeguarding the charity’s assets. • Ensuring proper financial controls are in place. • Preparing annual accounts in accordance with OSCR regulations. • Reporting on the annual accounts at the AGM. • Acting as counter-signatory for payments. 	

- Helping to identify risks.

Skills, Experience, Personal Qualities Required

Skills & experience: Good communication skills, good record-keeping skills, experience of book-keeping and/or a previous Treasurer role would be beneficial, a good aptitude for numbers, ...

Personal qualities: Passionate about the environment, enthusiastic and positive in attitude, trustworthy and reliable, willing to learn, proactive and able to work independently.

Additional Training Required

Good governance or trustee responsibilities training can be provided

Additional Information

We are committed to equality and welcome applications from people from diverse backgrounds.

Disclosure/Background Check Required?

Yes

No

CVS Falkirk Resource Library
Volunteer Role Descriptor



Published on the CVS Falkirk Resource Library (www.cvsfalkirk.org.uk)

Related Documents:

Version: 1.0

Published: October 2017

Review date: October 2018