

Area Treasurer

Role Description

Cruse Bereavement Care North Wales is a self-funded Branch of the National Charity covering the 6 counties of North Wales. The North Wales Area Committee coordinates and oversees the activities of our county-based teams of volunteers. We have a small area office with 1 employee and over 100 volunteers across the 6 counties supporting approximately 1000 clients pa.

Tasks

- To prepare an annual budget, forecast the income and expenditure requirements for the forthcoming year, and present this to the Area Committee for approval, prior to submission to the Regional Committee for inclusion in the budget of the Region and the budget for the whole organisation.
- To submit annual accounts to Cruse Central Office using the documentation provided and within the time frame required.
- To submit regular income and expenditure accounts to the Area Committee.
- To reimburse all Area volunteers with expenses promptly and approved payments of other expenses, in accordance with the Standing Financial Instructions.
- To bring to the notice of the Area Committee the financial implications of any decisions taken.
- To ensure that the Area Committee operates within the banking arrangements put in place by the Trustees of Cruse Bereavement Care.
- To liaise with the National/Regional Office and Central Office in relation to all matters of a financial nature

The treasurer is welcome to work remotely from home and contribute approximately 3 hours of work per week. Shadowing of the role with previous Treasurer can be arranged as well as an assistant/apprentice.

What's next?

If you are interested in this position, please send us a short cover letter explaining why you're interested in the post (no more than 500 words), your CV (2 A4 pages max) and the filled in the Volunteer application form that you can download from

<http://www.crusenorthwalesarea.btck.co.uk/Vacancies>

If you'd like an informal chat - call a member of the executive committee, Polina Cowley, on 01248 430718