

Trustee Role: Treasurer

The Role

This is a rewarding role where you will work in a team in a small but very vibrant charity that makes a big difference to learning disabled people - and their families - in the area.

We are looking for a Treasurer to join our board of Trustees, working in a voluntary capacity. The books - under 50 entries/month – are maintained by a bookkeeper on Xero. The Treasurer's overall role is to:

- Monitor and report on the organisation's financial health
- Ensure proper financial records and effective procedures are kept
- Oversee the preparation of annual accounts
- Support preparation of reports and budgets
- Deal with payments, expense claims and salaries (via a bureau)
- Actively contribute to the quarterly Trustee Board in setting overall policy
- Attend the management committee when required

The role should require 3-4 hours work per week although more hours may be required when we hold a major fund-raising event. Trustee and committee meetings are generally held in the evenings.

Location: the applicant will ideally live in or near Hertsmere

About Hertsmere Mencap

Affiliated to the Royal Mencap Society, we are a charity providing services and support to a membership of approximately 200 learning disabled children and adults, their families and carers. Our Noah's Ark children's holiday playscheme is partly funded by the Local Authority; all our adult services are funded through charitable fundraising and grants.

We run a daily member activities programme, a weekly social club, a drop-in and a minibus. We employ two part-time (20 hours/week) staff, assisted by sessional workers and several volunteers. A part-time coordinator runs the playscheme together with sessional workers during school holidays.



www.hertsmeremencap.org.uk

Please contact Paul Moser, Chairman, 07785 772600, paul@hertsmeremencap.org.uk