

## **TREASURER REQUIRED**

**Could you spare a few hours once a month to help run a local Youth Club?  
Are you good with maths and confident handling figures?  
If so, then we'd like to hear from you!**

Bromham Youth Club is seeking a volunteer to join our Committee as the role of Treasurer. You will be responsible for managing the club's money and keeping accounts of expenditure and income. As well as reporting to the Committee to help them make informed decisions about how funds will be raised and spent.

### Key responsibilities:

- Keeping up-to-date records of all financial transactions.
- Carefully check bank statements and file.
- Checking invoices, arranging payment and keeping a record.
- Authorising wage applications and organising payment to employees.
- Dealing with correspondence from the Club's accountants.
- Management of petty-cash and keeping receipts for all items bought.
- Monitoring funds are spent properly, in-line with budget and highlighting any concerns to the Committee.
- Ensuring the tuck shop float is sufficient for each club session.
- Liaising with the Lead Youth Worker on tuck shop prices and stock write off's.
- Issuing receipts for donations received and recording this information.
- Ensuring that all cash and cheques are promptly deposited in the bank.
- Report back to the committee once a month on the financial position of the club.
- Attend a quarterly meeting with the committee to report finances and any concerns.
- Presenting a year-end financial report to the AGM.
- Assisting with funding applications to ensure we stay afloat.
- Work within the Bromham Youth Club guidelines and policies.

Previous finance / accounting experience desirable – but being capable of keeping clear financial records, being scrupulously honest and proficient in using IT (email and Microsoft Excel) is essential. Full training will be given.

Bromham Youth Club is a community led project that relies on volunteers and donations. If you think you can support us in anyway then we would love to hear from you.

Contact: Please email Kelly Heap with CV [bromhamyouthy@gmail.com](mailto:bromhamyouthy@gmail.com)

Closing date: **28<sup>th</sup> April 2017** with interviews taking place W/C 1<sup>st</sup> May 2017