



Role Profile: Treasurer

<p>Person profile</p>	<p>You'll be responsible for all things finance, including:</p> <ul style="list-style-type: none"> • Helping develop a branch fundraising strategy • Understanding how to manage branch finances according to WE guidelines, especially during election periods • Setting up and managing the branch's bank account • Maintaining accurate and auditable branch financial records • Handling cash and making deposits/withdrawals from the branch bank account • Providing up to data financial information and basic reports to steering group members • Coordinating an external audit of our accounts at the end of the year • Liaising with WE's finance team • Completing any financial paperwork as required <p>You'll be comfortable working with numbers, have an eye for detail and be a stickler for following due process and procedure.</p> <p>In addition:</p> <ul style="list-style-type: none"> - You'll be prepared to sign the WE Code of Conduct outlining expectations around confidentiality, data protection and that you're not disqualified from holding public office, or have been declared bankrupt. <p>This role is also an active member of the branch officer team and will help develop branch strategy, membership plans and campaigns. All branch officers may interact with the WE central office team, and represent the branch on occasion.</p>
<p>Ideal experience (please note: this is just to give an idea of skills/experience which might be useful – enthusiasm and a willingness to get stuck in are just as important!)</p>	<p>WE are looking for someone can commit to this post for at least 12 months and who may have the experience of:</p> <ul style="list-style-type: none"> • Bookkeeping or similar financial management for a community group, business or charity • Using IT software such as Excel to maintain records • Understanding of how to prepare for an audit
<p>Commitment</p>	<p>Time commitments are likely to vary from week to week and month to month as the branch develops, however we believe on average:</p> <p>2-3 hours per month</p>