

Job Title:	Treasurer	Department	Wellbeing Centre
Vacancies	1	Job Code/ Req#:	STEP/T-05
Location:	Oldbury Wellbeing Centre	Travel Required:	No
DBS	YES	Position Type:	Volunteer
Hours	1-2hrs. a week- flexi	Will Train Applicant(s):	Induction course

Job Description

STEPWAY are looking for a highly motivated self-starter with knowledge of third sector accountancy.

Overall

- Oversee the financial affairs of the wellbeing Centre and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the branch.
- Send necessary annual financial reports/returns, accounts, and audits to the accountant and Trustee- Dave Carney dave.carney@stepway.org

Specifically

- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the branch.
- Monthly report the financial position to the CEO Dawn Turner- dawn@stepway.org (balance sheet, cash flow, fundraising performance etc).
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
 - Purchasing systems
 - Petty cash/ float

Qualities

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly.

TO APPLY FOR THIS POSITION, PLEASE CONTACT-

Regional Coordinator- neil.binder@stepway.org T. 073987 32595