

<b>Job Title:</b>	<b>Treasurer</b>	<b>Department</b>	Wellbeing Centre
<b>Vacancies</b>	1	<b>Job Code/ Req#:</b>	STEP/T-05
<b>Location:</b>	Worcester	<b>Travel Required:</b>	No
<b>DBS</b>	YES	<b>Position Type:</b>	<b>Volunteer</b>
<b>Hours</b>	1-2hrs. a week- flexi	<b>Will Train Applicant(s):</b>	Induction course
<b>Job Description</b>			
STEPWAY are looking for a highly motivated self-starter with knowledge of third sector accountancy.			
<b>Overall</b>			
<ul style="list-style-type: none"> <li>• Oversee the financial affairs of the wellbeing Centre and ensure they are legal, constitutional and within accepted accounting practice.</li> <li>• Ensure proper records are kept and that effective financial procedures are in place.</li> <li>• Monitor and report on the financial health of the branch.</li> <li>• Send necessary annual financial reports/returns, accounts, and audits to the accountant and Trustee- Dave Carney <a href="mailto:dave.carney@stepway.org">dave.carney@stepway.org</a></li> </ul>			
<b>Specifically</b>			
<ul style="list-style-type: none"> <li>• Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the branch.</li> <li>• Monthly report the financial position to the CEO Dawn Turner- <a href="mailto:dawn@stepway.org">dawn@stepway.org</a> (balance sheet, cash flow, fundraising performance etc).</li> <li>• Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:             <ul style="list-style-type: none"> <li>• Purchasing systems</li> <li>• Petty cash/ float</li> </ul> </li> </ul>			
<b>Qualities</b>			
<ul style="list-style-type: none"> <li>• Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.</li> <li>• Knowledge of bookkeeping and financial management (as necessary).</li> <li>• Good financial analysis skills.</li> <li>• Ability to communicate clearly.</li> </ul>			
<b>TO APPLY FOR THIS POSITION, PLEASE CONTACT-</b>			
<b>Operations Director- Tina Dales <a href="mailto:tina.dales@stepway.org">tina.dales@stepway.org</a> 074985 86806</b>			