

Job Title:	Treasurer	Department	Wellbeing Centre
Vacancies	1	Job Code/ Req#:	STEP/T-05
Location:	Tewkesbury	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			
<ul style="list-style-type: none"> • 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			
<ul style="list-style-type: none"> • 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.: <ul style="list-style-type: none"> • Purchasing systems • Petty cash/ float 			
Qualities			
<ul style="list-style-type: none"> • 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-			
Project Manager clair.rk@stepway.org T. 073987 32601			