

## Volunteer Trustee Treasurer

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**Hertsmere Mencap** is a small and active charity, supporting a membership of 250 children and adults with a learning disability along with their families and carers. Our mission is for people with a learning disability to be valued equally, listened to and included. We run a daily member activities programme, a weekly social club, a children's holiday playscheme and we offer support and advice and a drop-in for members and families. We employ four part-time staff, assisted by sessional workers and we have a strong team of dedicated volunteers.

**We are looking to recruit a Treasurer to join our Trustee Board.** You will help us to fulfill our aims and to continue - and extend - our reach, activities and the support we give our members. You will make a real difference to a charity that helps people in their daily lives and will work closely with us, helping to reach sound decisions and exercise good governance. You will gain experience in the financial requirements of a grassroots charity, supported by a strong team of staff and volunteers who are dedicated to improving the lives of people with challenges far greater than our own.

The Treasurer's role should take 2-3 hours a week plus preparations for monthly meetings which are held in the evenings.

What will you be doing?

- Oversee the work of our volunteer bookkeeper on Xero.
- Maintain the financial good health of the charity and make recommendations to ensure its strength in the future
- Present budgets, accounts and financial reports to the Board and the accounts at the Annual General Meeting
- Ensure appropriate accounting procedures and controls are in place
- Advise on the charity's reserves and investment policies
- Support the Chair and the team in all financial matters.

We are looking for someone, living in or near Hertsmere, with an accounting or finance qualification and with an understanding of statutory requirements for charities. You will be willing to devote the necessary time and effort to the charity and to participate actively in discussion.

Contact Paul Moser, Chair [paul@hertsmeremencap.org.uk](mailto:paul@hertsmeremencap.org.uk)



[www.hertsmeremencap.org.uk](http://www.hertsmeremencap.org.uk)