

Role Description 9 - Finance & Accounts – Treasurer Assistant(s)

Our Charity has a Treasurer, a qualified person responsible for our accounts using SAGE. What we need is additional resource to help support our Treasurer as required.

Do you have some financial / accounts experience to help with our “day to day” requirements

1. Supports the Treasurer and committee by keeping straightforward financial records and tracking income and expenditure
2. Helps with preparing simple budgets and reports for meetings, ensuring everyone understands the hall's finances
3. Assists with basic banking tasks, such as paying in income, handling invoices, and keeping receipts organised
4. Ensures all transactions are logged clearly and accurately, making it easy for others to follow
5. Offers flexible support, with time commitment tailored to the volunteer's availability and skills
6. Plays a key role in keeping Jubilee Hall's finances healthy, transparent, and well-managed for the community