

VOLUNTEER TREASURER

SSAFA the Armed Forces Charity is the oldest National Tri-Service Charity Est. 1885 that provides lifelong support to anyone who is currently serving or has ever served in the Royal Navy, the Royal Marines, British Army or the Royal Air Force.

Our Lincoln & Waddington Division are recruiting a Volunteer Treasurer.

Location: Home-based and living in Lincolnshire

Hours: Approximately 4 hours per week

1. Do you have finance or accounting experience?
2. Do you have attention to detail?
3. Do you have good IT skills?
4. Can you work from home?

Key role responsibilities:

- Maintaining and reconciling local bank accounts and recording transactions
- Ensuring funds are available to caseworkers, to provide immediate grants where appropriate
- Making and recording all authorised payments
- Preparing year-end accounts
- Identifying and returning any surplus monies from grants as appropriate
- Providing reports to the local SSAFA branch and to SSAFA's Central Office
- Maintaining accurate records on our on-line finance management system
- Being a positive ambassador for SSAFA remembering that anyone you meet could be a potential client, volunteer or fundraiser
- Volunteering within the standards and values of SSAFA including observing our policies such as the Volunteering policy and data protection policy (these will be covered in your training and local induction)

If you feel this position is something that you would like to do, please contact us on 01476 593 833 for an informal chat (answer phone) or email Lincolnshire.Branch@ssafa.org.uk.

Patron: HM The Queen

President: HRH Prince Michael of Kent GCVO

Registered Charity No. 210760 and SC038056. Established 1885.