**Volunteer Treasurer required by Unite Carers Mid Devon**

**Are you from a finance or accountancy background with a few hours to spare each month and would like to make a difference in your local community?**

Unite Carers are currently seeking a Volunteer Treasurer (Trustee) to work with the Board on a voluntary basis. Working in our small charity supporting unpaid carers you will find this extremely rewarding and be able to make a major impact to a worthwhile cause by working with a dedicated team. By taking on this role you will be providing a much-needed service to Unite Carers and the Mid Devon community. Please visit our website: www.unitecarers.org.uk to gain a full understanding of what we do and the services which we provide.

**Treasurer Volunteer Commitment**

Participation will be through monthly Trustee Meetings and by having a close working relationship with the staff. As our Treasurer you will provide a range of support, advice and expertise to ensure that the finances of the organisation will meet present and future needs by ensuring that the finances of the charity are fit for purpose. Duties include:

* Overseeing all financial aspects of the Charity.
* Developing and maintaining financial policies and procedures.
* Preparation of financial reports and budgets.
* Ensuring compliance with accounting principles and regulations.
* Monitoring cash flow.
* Preparation with our auditors of statutory returns.
* Working closely with members of the team to provide financial guidance and support.
* Conduct regular audits to identify areas for improvement.
* Willingness to learn and understand the Trustee responsibilities of a Charity.

**Required Experience**

* Experience and proficiency in Financial Operations and Management or in a supervisory accounting capacity.
* Working knowledge of accounting principles and regulations.
* Attention to detail and accuracy in financial reporting.
* Good verbal communications and interpersonal skills.
* Ability to work in a small team.

**Salary: Not applicable. All expenses paid.**