



seeks a **Voluntary Treasurer**.

A note from our current treasurer

I've been Unlock Treasurer since 2011 and reluctantly, due to health issues and other commitments, feel that it is time for a change. It is an enjoyable way to support Unlock's ministry, mainly from the comfort of your own home, and isn't particularly onerous. The nitty-gritty parts (book-keeping, bill paying, payroll, gift-aid etc.) are all done by Unlock office staff. My main role is to have oversight of the financial position based on the financial reports that the office sends each month. Each council meeting (three times per year) requires a Treasurer's report plus a brief report for the annual newsletter. The official annual accounts are produced by a paid accountant/independent examiner and checked by the Treasurer before approval by the Trustees. The Treasurer also supports the office staff and chief officer to produce the budget for approval by council.

Most communication is by email and so it is not necessary to live near Rotherham. Attendance at council meetings is important but travel expenses are reimbursed. The job description is below. There is no need to be a financial expert, although some knowledge of small charity and business finance is useful. There is a monthly monitoring exchange of e-mails.

The current treasurer is very happy to discuss the role if you think this may be a role for you.

Job Description

- Be responsible for informing the Trustees and National Council about the financial situation of Unlock, through the means of regular reports and the presentation of annual accounts.
- Attend the National Council meetings, usually three per annum, and Trustees meetings.
- Support the Unlock National Office with budgeting.
- Using data provided by the Finance Manager produce the finance information & treasurer's report for the annual newsletter.
- Monitor spending on a monthly basis on the basis of reports provided by the Finance Manager.
- Ensure sound financial management of Unlock in accordance with the budget fixed by the National Council and managed by the Finance Manager and Chief Officer.
- Keep in touch with the Finance Manager & Chief Officer of Unlock.
- Be available for advice and oversight as necessary.

Contact the Unlock Office to express an interest or for more information. Tel: 01709 380 318
office@unlock-urban.org.uk

Unlock, 15 Station Road, Rotherham, S60 1HN