



## Volunteer Treasurer required

### Role Summary

Due to the imminent retirement of the current Treasurer, Go Golspie Development Trust are looking to bring someone onto the Board with skills operationally and/or strategically around:

- good finance management
- budget setting
- charity accountancy regulations.

This will support the transition and maintain competency on the Board. As a Board member, the Treasurer will share responsibility for the strategic and general administrative management of the organisation.

### Role Description

The Treasurer's primary role is to assist and advise the board in overseeing the finances even if paid staff deal with much of the day-to-day financial business. Role support will be provided by the Chair, with support from the Development Manager. Some of the tasks to ensure the financial stability of Go Golspie Development Trust are likely to include:

- Controlling and accounting for the organisation's finances
- Presenting financial reports, raising issues and answering questions at regular meetings and the AGM
- Overseeing bookkeeping and invoicing
- Being a Bank Signatory with access to online banking
- Using Accountancy Software (currently QuickBooks)
- Liaising with the auditors or financial examiners for the annual review of accounts.

To find out more or request an application pack, Tel: 01408 634033, Email: [chair@gogolspie.co.uk](mailto:chair@gogolspie.co.uk), or visit us: 9am–2pm Mon-Fri in the YMCA Building.

Closing Date: Friday 16<sup>th</sup> August 2024.