



## Volunteer Opportunity

- Role:** Treasurer (Trustee Position)  
**Where:** Volunteering from home with meetings in Birmingham City Centre or online  
**When:** Monthly Executive Committee meetings (evenings)  
Quarterly Trustee Meetings (evenings)  
Plus 2-3 hours volunteering per week to suit your schedule

### What does the volunteer role involve?

- Work with the Executive Committee (President, Treasurer and Secretary) to ensure that the financial and administrative affairs of the society are managed in accordance with the constitution and charity law
- Work with the President and other trustees to produce the annual budget and deliver the business plan
- Play a proactive role in income generation, assessing the financial viability of new ideas and projects
- Support the development of grant applications and reporting
- Report regularly to the Executive and Committee on income and expenditure
- Develop financial procedures and policies (eg a reserves policy)
- Liaise with the Secretary to ensure the membership database and records of subscription payments are up to date.
- Undertake day to day financial processes including reviewing records of financial transactions, managing the bank account, liaising with financial advisers, paying invoices and expenses, chasing membership payments etc
- Produce year end financial reports and accounts for submission to the membership and Charity Commission
- Appoint and liaise with accountants and auditors if required

### What can you bring to the board?

- Experience of managing and reporting on budgets
- Interested in income generation
- Fundraising experience
- Good IT skills and access to a computer
- Honesty, reliability, commitment and enthusiasm
- Knowledge and understanding of charity finance

**To apply please visit our website for further details:**

**<https://bwas-online.co.uk/volunteer>**