

Volunteer Required: Treasurer of North Lancashire Counselling Service

North Lancashire Counselling Service is a charity providing free person-centred counselling for adults at its location in Lancaster city centre. The Treasurer will be retiring in September 2018. A replacement is sought.

The annual turnover of the charity is around £8,000. There are approximately 100 financial transactions per year.

Activities

- Count donations (4-weekly)
- Pay in cash receipts to bank (4-weekly)
- Pay bills (mainly by BACS over internet)
- File paperwork for all financial transactions
- Maintain cash book, reconciling against bank statements monthly
- Monitor balance (transferring cash into or out of 120 day savings account if required)
- Prepare reports to Management Committee (including estimated out-turn) – quarterly
- Act as “authorised official” for contact with HMRC
- Manage and log Gift Aid donations (4-weekly) and reclaim tax from HMRC (six-monthly)
- Make company tax return to HMRC (yearly)
- Prepare annual receipts and payments accounts – June
- Act as correspondent to Charity Commission, making annual return (this could equally be Secretary’s remit)
- Be involved in making case for grants, as and when opportunities arise

Skills required

- Is a “fit and proper person” to manage a charity
- Is competent with money
- Has experience of managing a budget
- Has experience of Microsoft Excel or similar spreadsheet software or a suitable accounting package
- Gives meticulous attention to detail
- Has the discipline to process tasks promptly rather than procrastinate.

The time requirement to do the job is about 2 - 3 hours per week, averaged over time. There will be a learning curve of course.

The retiring Treasurer will provide full support to the new Treasurer for as long as needed.

If interested please call Jeremy on 01524 812017 in the first instance to discuss. A CV and references will be required and there will be an interview process.

Jeremy Boreham, Treasurer, NLCS