

## Treasurer needed

We are currently seeking skilled volunteers to join our Board

Home-Start South East Dorset has an exciting opportunity for a motivated, committed and skilled individual to join our Board of Trustees as our Treasurer.

The responsibilities of the role require the Treasurer to:

- Record payments and receipts monthly
- Prepare a monthly profit and loss statement and balance sheet (4-5 hours)
- Act as second signatory on the bank account with payments made twice a month
- Oversee the production of an annual budget
- Answer queries from auditors in connection with the production of the year end accounts
- Attend Board and the Finance sub-committee meetings – (4 times per year for each) and the AGM
- Prepare the gift aid claim annually
- Update Companies House and the Charity Commission website
- Play a full role on the Management Board ensuring that the strategic aims and objectives of the scheme are met

We are looking for someone who will contribute actively by considering strategic direction and playing a crucial role in building a strong and stable financial future for the charity.

The role requires the Treasurer to be an experienced and confident financial professional with the appropriate skills to provide strict financial oversight of the charity's operation.

Experience in the charity sector, as an employee, volunteer, beneficiary or trustee, would also be helpful but not essential.



# Home Start

Support and friendship  
for families

**Home-Start  
South East Dorset**

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For further information and an application pack please email either:

- Simon Figg, Chair of Home-Start South East Dorset  
[figgsimon@gmail.com](mailto:figgsimon@gmail.com)
- or Patsy Glazier, Chair of Personnel Committee  
[patsyglazier@icloud.com](mailto:patsyglazier@icloud.com)

Home-Start is committed to equal opportunities and to safeguarding children and vulnerable adults.

An enhanced Disclosure and Barring Service check will be required for this role.