

Volunteer Uttlesford

<https://volunteeruttlesford.org.uk/opportunity/crafton-room-treasurer-2/>

Community centre needs a treasurer

Description

A community centre in Stansted, which provides food and leisure activities for the over 55s, is looking for a new treasurer.

The treasurer keeps a record of income (from meals plus room hiring) and expenditure, and is responsible for paying the three part-time members of staff. (The manager is responsible for invoicing.) He/she also attends committee meetings and the AGM to present accounts.

The treasurer can also avail themselves of the opportunity to enjoy a delicious home-cooked meal!

Skills required: a knowledge of accounting practices, pay-roll, computers, pension legislation, charities commission.

Please note: Volunteer Uttlesford has a total of over 200 opportunities available, only a few of which are featured on this website. Contact us for information on other volunteer roles.

Date posted

27/01/2020

By clicking the Enquire button and submitting your contact information, you consent to Volunteer Uttlesford passing your details to the organisation seeking support, who will then be in touch to progress your enquiry.