



Volunteer Role Description

## TREASURER (BATH DIVISION)

Do you know your way around a spreadsheet? Would you like to use your skills to support your local Girlguiding team, while making a big difference to girls and volunteers?

Volunteering as a Treasurer with Girlguiding could be for you!

**Suggested time commitment:** Less than 1 hour per week

**Location:** Bath and surrounding areas. Most of the role can be carried out at home but it's occasionally helpful to meet in person such as for signing cheques and forms.

**For more information:** Please contact Laura at [treasurer@girlguidingbath.org](mailto:treasurer@girlguidingbath.org)

Girlguiding is the leading charity for girls and young women in the UK. Thanks to the dedication and support of 100,000 amazing volunteers, we are active in every part of the UK, giving girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.

In Bath we have groups that meet regularly across the city and surrounding villages, providing opportunities for girls and young women from 4 to 18. This role is part of Bath Division team, providing support and oversight to the volunteers who run regular groups.

‘As well as giving the girls amazing opportunities, I feel I’ve also personally benefited from volunteering. It’s really rewarding for me and I feel I’ve achieved something great.’

Lisa, Girlguiding volunteer

## **Who can do this role?**

Treasurers can be **any** adult over 18 years old. They do not need to be current members of Girlguiding.

## **Do I need a qualification?**

You don't need a specific qualification to undertake this role. As this role handles finances, you will be required to complete a criminal record (DBS) check, carried out by a local verifier.

## **What is the purpose of this role?**

To keep accurate financial records on behalf of the Bath Division Team. To report and advise on financial matters.

## **What will I do in the role?**

### **General**

- Keep accurate records of financial transactions and accounts.
- Make payments by cheque or bank transfer.
- Pay in cheques (can be done via a banking app).
- Prepare end-of-year accounts (cash accounts) for independent examination.
- Support production of the annual Charity Commission return.
- Maintain relevant bank accounts, keeping up to date with any correspondence with the bank on behalf of the organisation.
- Report back to the Division team on its financial position.
- Attend Division team meetings, advising on financial matters as appropriate.
- Ensure correct financial procedures are in place and maintained.
- Plan future budgeting and present financial forecasts.

### **Being part of Girlguiding**

- Be committed to undertaking relevant training.
- Learn about the structure of Girlguiding and how your responsibilities and position fit within it.
- Be willing to learn about Girlguiding's national and local strategic aims and how these are being delivered locally.
- Learn about Girlguiding's policies and Code of Conduct.

## **What will Girlguiding do for me?**

- Provide a thorough and appropriate induction to the role and organisation.
- Help to develop skills and abilities to perform the role by providing relevant training opportunities (including e-learning where possible).
- Reimburse agreed expenses.
- Provide references.

## **Am I right for the role?**

Supporting roles in Girlguiding provide essential help to volunteers who work directly with girls and young women. While we can offer you training and support we would expect you to possess the personal qualities outlined below.

### **Personal qualities**

- An open and approachable manner.
- A high degree of personal integrity. A commitment to ongoing personal development.

### **Skills and abilities**

- Excellent numeracy skills.
- High level of organisation and ability to work on own initiative.
- Attention to detail and accuracy.
- Ability to work as part of a team.
- Good working knowledge of spreadsheets, email and Microsoft word.
- Experience of book-keeping or financial procedures are not essential when starting, but should be developed as part of the role.

Girlguiding welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities. We are flexible, and volunteering can be arranged to fit around a busy lifestyle. As this role works with charity finances, you will be required to complete a criminal record disclosure check, carried out by a local verifier.

Please note this is a volunteer role; this role description does not form part of any contract of employment.