

CRUSE BEREAVEMENT CARE
YORKSHIRE AND HUMBER REGION IS LOOKING FOR A REGIONAL TREASURER

The Yorkshire and Humber Regional Committee are seeking an Hon. Regional Treasurer. The time commitment is about ten hours per month.

A full job description is available, but briefly these are the key tasks:

- 1 Ensure compliance with Cruse financial standing orders and overall financial good practice
- 2 Prepare annual budgets and quarterly updates for review by the Regional Committee
- 3 Ensure accounting systems are in place
- 4 Provide advice to Area treasurers
- 5 Submit annual accounts to Cruse Central office for inclusion in consolidated accounts.
- 6 Work with Regional Chairman and Committee to consider fundraising strategies.
- 7 Attend Regional Committee meetings quarterly and present the Annual accounts at the Annual Business Meeting. (held weekdays at Bishopthorpe, near York)

The ideal volunteer will have knowledge of double entry bookkeeping and accounting procedures. Good communication skills and the ability to contribute to overall achievements of Region's objectives will be an advantage. Some knowledge and experience of using spreadsheet software, such as Microsoft Excel or similar, would also be an advantage. Candidates should be willing to work from home and have their own transport.

If you are interested in this role, please contact the Regional Chair, Mrs Susan Rowlinson, 55 Challenger Drive, Sprotborough, Doncaster, DN5 7RY or email:
susan.rowlinson@btinternet.com