

WESTCROFT COMMUNITY CENTRE

WE'RE LOOKING FOR A TREASURER

Do you have what we're looking for? Apply today!

**APPLICATION DEADLINE:
FRIDAY 31 MAY 2019 AT 5:00PM**

We are looking for a volunteer Treasurer to join our Board. If you would like to help the team at a vibrant community centre to deliver a high-quality service and achieve our ambitious organisational aims, please see our person specification and details on how to apply overleaf.



ABOUT WESTCROFT

Westcroft Community centre is a vibrant community space in the heart of Burnage, South Manchester. It provides a wide range of adult learning and community engagement activities that over the last three years have seen a considerable rise in attendances and status as a vital service to residents. This has been recently acknowledged in a nomination for, and winning the Spirit Of Manchester Community Space of the year award, 2018.

COME ON BOARD



Skills, Experience and Knowledge

- Strategic direction - the ability to think and plan ahead, balancing needs, risks and constraints
- Financial management skills - the ability to interpret and understand budgets, accounts and other financial reports
- An understanding of the role of a trustee and the role of governance within a Charity
- Ability to act as an ambassador for the Charity at formal and informal meeting and events
- Ability to think creatively and objectively
- Ability to actively participate in meetings, challenging constructively whilst respecting the views and opinions of others
- Ability to make balanced and informed decisions and judgments

Personal Qualities

- Trustees need to possess integrity, common sense, good judgment, honesty, openness and a strong sense of public duty
- Trustees should embrace and promote the aims, values and mission of the Charity

Specifically

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Oversee the production of necessary financial reports, returns, accounts and audits with effective controls and procedures in place.
- Liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Appraising the financial viability of plans, proposals and feasibility studies.

Deadline for applications: **Friday 31st May**

To apply online visit www.westcroftcommunitycentre.co.uk/news or request an application form from Matthew Barker on 0161 448 8232 or m.barker@southwayhousing.co.uk.