

**Cheetham Hill Advice Centre (CHAC)**

**Treasurer**

**Established by the community in 1977, Cheetham Hill Advice Centre (CHAC) is a busy neighbourhood advice centre in Manchester providing face-to-face legal advice to residents**

CHAC is an incorporated charity and we want to recruit a Treasurer to join our board of trustees. All trustees volunteer their time to support the centre manager and staff team. The Treasurer provides financial oversight of the charity.

**Key Roles Include:**

* making sure the charity keeps proper accounts
* reviewing the charity’s financial performance
* ensuring that the charity has robust and effective financial controls in place
* reporting on financial matters to the members, in a membership charity

**We are looking for someone who:**

* Believes in social justice and who works in a genuinely collaborative way
* Has some experience of, or training in finance/ accounting (particularly experience of Quickbooks or similar)
* Is interested in being in the post for at least a year

**Start Date** 31/10/2018

**Hours** Variable- Must be able to commit to monthly board meetings:

(First Monday of the month, 6.00-7.30 pm at CHAC)

**Salary**  Voluntary position

**For more details:** If you would like a short informal discussion before deciding whether to apply then please contact our office on 0161 740 2461 to make an appointment to speak to the Manager, Sinéad

**How to Apply:** Please send a CVs to Karin Stamp, Finance & Administration Worker at: karin@cheethamadvice.org.uk

***Checks regarding your ability to work in the UK will be undertaken before any job offer is made. All job offers are made subject to the receipt of suitable references.***

**Cheetham Hill Advice Centre is a registered charity 1136328 | registered company 72533445**