



## Deputy County Treasurer Volunteer Role Description

Would you like to use your financial and organisational skills to support the Girlguiding Nottinghamshire team, while making a big difference to girls and volunteers? Volunteering as a Treasurer with Girlguiding could be for you!

<b>Role title:</b>	Deputy County Treasurer
<b>Volunteer Specialism:</b>	Finance
<b>Supported by:</b>	County Commissioner & County Treasurer
<b>Suggested time commitment:</b>	1-4 hours per week
<b>Length of appointment:</b>	3 years
<b>Location:</b>	Nottinghamshire County - work from home

If you are interested in this role: Please apply via [indeed.co.uk](https://www.indeed.co.uk), or send your CV and cover letter, if appropriate, to: [recruitment@girlguidingnottinghamshire.org.uk](mailto:recruitment@girlguidingnottinghamshire.org.uk)

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.

Our incredible volunteers contribute more than ten million hours to guiding every year. Some give us a couple of hours here and there -whatever your skills and interests, and no matter how much time you have to spare, one of our volunteering roles is bound to suit you.

***'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

## **DEPUTY COUNTY TREASURER**

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

Treasurers can be any adult over 18 years old. You need to be, or must be willing to become, a member of Girlguiding. As this role handles charity finances, you will be required to complete a DBS check.

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

You do not need a specific qualification to undertake this role however, experience in dealing with finance / accounting / book keeping is desirable. You will be provided with training on a particular subject depending on your specialism.

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

- To keep accurate financial records on behalf of the County Team.
- To report and advise on financial matters.
- To facilitate settlement of invoices and expenses.
- To support event management.

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

The responsibilities below outline the role of a Treasurer to which this role will be supporting; however, you will be working within a wider team and responsibilities may vary. Treasurers with a particular specialism may have additional duties.

### **General**

#### **To support the County Treasurer to:**

- Keep accurate records of financial transactions and accounts.
- Maintain relevant bank account(s), keeping up to date with any correspondence with the bank on behalf of the organisation.
- Maintain communication with the County, advising on financial matters as appropriate.
- Report back on the financial position in order to ensure appropriate use of funds.
- Prepare end-of-year accounts for independent examination.
- Ensure correct financial procedures are in place and maintained.
- Plan future budgeting and present financial forecasts.
- Attend Finance and Staffing committee meetings, usually 4/5 meetings per year.
- Attend County Executive committee meetings, usually 4/5 meetings per year. Provide support to the County Commissioner at these meetings with all financial related agenda items.

### **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.
- Be an ambassador for the values of Girlguiding.
- Promote a positive image of Girlguiding.

## **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).
- Provide guidance via The Guiding Manual.
- Provide support and development from fellow volunteers, and Girlguiding Advisers.
- Reimburse agreed expenses (agreed locally and may differ around the UK).

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

Supporting roles in Girlguiding provide essential help to volunteers. 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**

While these skills and abilities are not essential when starting, they should be developed as part of the role:

- Ability to work as part of a team
- Excellent communication skills
- Computer literate with experience of Microsoft Office
- High level of organisation; ability to work on own initiative and manage own time
- Prior experience of using a Sage accounting package is an advantage - training is available

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.

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