FIRM ROOTS
Cancer Support

Strength for today
Hope for tomorrow

Committee Treasurer vacancy (Voluntary)

Firm Roots Cancer Support is a small Christian voluntary organisation. Our volunteers run local groups in various locations around the UK. We offer people prayer, support and a safe place to share experiences of their cancer journey – either their own, or someone they love or care for. We are growing a network of similar online groups. We also run retreat days to give space for reflection and prayer. More details on our website.

Firm Roots Cancer Support are looking for expressions of interest from those who wish to explore becoming a committee member. This includes the role of Voluntary Committee Treasurer.

At the moment we are in a growth phase and hold monthly evening committee meetings online. Members are based in various parts of the UK. It is likely that the Treasurer role might take 2 – 3 hours per month in addition to this.

Job Description

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Management Committee to safeguard the organisation's finances.

Although the Treasurer ensures that these responsibilities are met, some tasks be delegated to other committee members or volunteers by agreement with the Chair.

The Treasurer is responsible for:

- General financial oversight
- Financial planning and budgeting
- Financial reporting
- Banking, book keeping and record keeping
- Funding, grant applications and fundraising
- Control of any assets

Given these responsibilities, the Treasurer typically acts as an information and reference point for the Chair and other committee members: clarifying financial implications of proposals, confirming legal requirements, outlining the current financial status and retrieving relevant documentation.

Personal skills and attributes

Essential	Desirable
Committed Christian	Accountancy/book-keeping experience and/or training
Experience of some of the key tasks listed above	Some experience of cancer issues
Familiar with Office 365 or similar (Word, Excel etc), email and internet, virtual meeting platforms	Previous work or knowledge of the management of small charities or community groups
Good standard of English	Previous experience of working in a team or group
Good maths skills/accounting	Previous work or knowledge of the management of small charities or community groups

If you are interested in this role, write in the first instance to helen.jones@firmroots.co.uk with your CV and short cover letter outlining your experience.