



Treasurer

Mencap Hillingdon North

We want a world where people with a learning disability are valued equally, listened to and included. Everything we do is about making this world a reality. We're here to improve the lives of people with a learning disability and their families now, and fight alongside them for a better future.

We are looking for a dedicated, skilled Treasurer to provide financial control and certainty for members of Hillingdon North Mencap

Main purpose of the role:

Control Mencap Hillingdon North Accounts

Commitment required:

- One meeting per month to report.
- Continuous monitoring of Accounts and dealing with money movements
- Paying cash into Barclays Account as required
- Making payments as required

Reporting to

Chair of Mencap Hillingdon North – Alison Hill

Benefits for you:

Becoming treasurer of a small charity like ours and playing a vital part in enriching our community is the perfect opportunity to play a meaningful part locally. It enables you to meet a variety of people and to play an important part in the running and development of our charity.

Skills required:

- IT, Excel Spreadsheets, Accounting.

Attributes required:

- Reliable,
- Good Communicator
- Organised.

Training and support given:

- Introduction to current organisation

To apply for this role:

A H4ALL application form must be completed. Please note we require two references.

To obtain an application form:

- Visit www.h4all.org.uk and download or print an application form
- Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post

Send your fully completed application form by:

- Email to volunteerhub@h4all.org.uk
OR
- Post to H4All, Volunteer Development Team, Key House, 106 High Street, Yiewsley, UB7 9BQ