

Treasurer (volunteer role) with Malawi Bail Project

A great opportunity to join a young, ambitious UK-based human rights charity focusing on Malawi. The role would ideally suit someone with good all-round financial management experience and who's looking to build their trustee & charity treasurer experience. Find out more about the Malawi Bail Project at <http://malawibailproject.com>

Responsibilities

- Oversee the financial affairs of the charity and ensure they are legal, constitutional and within accepted accounting practice.
- Undertake book-keeping duties and / or oversee book-keeping processes, covering petty cash, reconciliations, making payments / ensuring correct signatures on payments, collecting payments, etc
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Liaise with the organisation's external accountants to prepare annual accounts and ensure filing with the relevant regulatory bodies as required.
- Regularly report on the financial position at board meetings
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Support the creation, and appraise the financial viability, of plans / proposals / feasibility studies, and ensure sound financial information for use in funding applications, etc

Skills / experience

- Knowledge and experience of current finance practice relevant to voluntary and community organisations.
- Knowledge of book-keeping and financial management
- Good financial analysis skills
- Good communication skills