



*SSAFA, the Armed Forces charity, exists to relieve need, suffering and distress amongst the Armed Forces, veterans and their families in order to support their independence and dignity.*

## **Role – Divisional Treasurer**

Could you look after the finances for the local SSAFA service in your area? You don't need a military background, just some basic I.T and finance skills. If so this could be the role for you!

### **What is a divisional Treasurer?**

There is a SSAFA branch in each county in the UK. These are divided into small local areas that we call divisions. Each one has a treasurer to look after the accounts and funds in that division. This is a key role involving financial administration.

### **Why do we need you?**

We've been supporting the Armed Forces community for more than 130 years. One of the key ways we help clients is by tapping into various sources of funding on their behalf. Monitoring and reconciling this flow of funding in and out of SSAFA accounts is important to ensure clients receive the support when needed and we are able to account for all charitable funds in our care.

### **When would you be needed and where would you be based?**

As part of your local branch you might have access to an office, but many volunteers are based at home.

This flexible role involves using our on-line financial management system and on-line bank accounts and so can be done when and where suits you best.

### **What would you be doing?**

- Maintaining and reconciling local bank accounts and recording transactions
- Ensuring funds are available to caseworkers, to provide immediate grants where appropriate
- Making and recording all authorised payments
- Preparing year end accounts
- Working with the divisional secretary, advise on a local fundraising plan to cover divisional running costs
- Identifying and returning any surplus monies from grants as appropriate
- Providing reports to the local SSAFA branch and to SSAFA's Central Office
- Maintaining accurate records on our on-line finance management system
- Being a positive ambassador for SSAFA remembering that anyone you meet could be a potential client, volunteer or fundraiser
- Volunteering within the standards and values of SSAFA including observing our policies such as the Volunteering policy and data protection policy (these will be covered in your training and local induction.)

### **What can you gain from this volunteering role?**

- Gain experience of holding a responsible role in a well-respected charity
- Use your skills, knowledge and life experience to benefit others
- Support and friendship from your local SSAFA branch and the wider SSAFA community
- Experience, training and skills that you can highlight on your CV and in job interviews
- Better physical and mental health – studies show that volunteers live longer and experience lower levels of stress and depression!

### **What about training and support?**

- Support from the divisional secretary and the branch treasurer.
- On-line training modules to complete at home, so you are up to date on how to keep clients, their families and personal information safe
- Access to a range of e-learning courses
- Support from the Volunteer Support Manager, the Finance Team and Volunteer Support Team based at our central office
- Reimbursement of out-of-pocket expenses

### **What are we looking for?**

- Friendly and approachable people with some experience of financial administration
- good written and spoken English
- ability to be respectful and non-judgemental with volunteers, other agencies and SSAFA colleagues
- ability to send and receive emails – you will receive your own SSAFA email address
- willingness to use our on-line banking and on-line finance management system (this is covered in training)
- reliable attitude; contact volunteers promptly, keep appointments etc.
- ability to maintain confidentiality and keep information safely
- access to public transport or a car to travel to meetings etc.
- ability to provide two referees: former employers or other people that know you well (other than relatives)

**Minimum Age:** 18

**Is a disclosure check required?** No

### **How do I find out more?**

- Visit us on line at <https://www.ssafa.org.uk/volunteer-ssafa> to browse available roles and locations and let us know you're interested. Read more about training and about some of our wonderful volunteers
- Call our friendly central Volunteer Team on 0800 032 5612. They can answer any general questions about volunteering and put you in touch with your local branch

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