

# Treasurer Support Volunteer

## About the opportunity

Do you have some financial experience? Do you want to give a couple of hours a week of your skills and time to Peckham Vision?

Then this could be the opportunity for you!

As a small community group, our income is limited through small grants and funding pots, donations and income from events, the Shop and Studio. However, we still need to be accountable for all transactions and logging Annual Accounts at the end of the year.

We are looking for someone to work in partnership with our Treasurer and help manage some of the financial administration.

There's a lot to do and it's up to you how much you can take on and what tasks are suited to your skills and abilities. The list below will give you an idea of the sorts of things that you could get involved in

- Be good with figures and to help with adding up and logging the income from the weekly fundraising from the Shop, Studio and Events
- Be able to put information from the invoices and receipts onto the system.
- Be efficient at filing and keeping records.
- Know how to deal with petty cash and keep records of it.
- Be willing to learn the Accounts system that we use..
- Have some understanding/ willing to learn about reconciliation of bank statements and accounts.
- help in preparing the annual report for audit and the AGM.
- Banking cash from the shop, outdoor events, as well as the studio and online donations;
- invoicing, paying bills and commissions;
- liaising with board members, accountants, volunteers and suppliers by telephone or email;
- preparing reports and cash flow accounts;
- stock taking and ordering;

## About Peckham Vision

Peckham Vision is a local community group that works to help local people engage with shaping the future of Peckham Town Centre.

Its vision is to support Peckham town centre as a thriving and sustainable social and commercial centre, and to contribute to Peckham being a good place for all in which to live, work and visit.

What are they looking for?

The role would suit:

- Someone good with numbers and has a basic understanding of bookkeeping
- Someone willing to learn and take on some supervised responsibility
- Someone who lives in Peckham with a few hours a week to spare

## Practical Considerations

We are unable to reimburse travel expenses

Full training and induction will be given