

Role: Volunteer Treasurer

Organisation and Location: Sea Cadets – Newham Cornwell VC Sea Cadet Unit

Availability: Part-time, Flexible, Volunteer, remote working available

Do you have administrative or money management experience?

Would you like the opportunity to apply this experience in a meaningful volunteer role to launch young people for life, whilst also enhancing your skills, boosting your self-esteem and meeting new people?

The Sea Cadets is the UK's leading maritime charity and provides a head start in life for young people through nautical adventure and fun. Our volunteers work, both directly with young people and behind the scenes, to help make a positive difference to teenagers who are often struggling in today's world and their communities.

Newham Cornwell VC Sea Cadets, based on Vicarage Lane, is currently looking for an enthusiastic and dedicated Treasurer to join its Unit Management Team (UMT). Newham is a long-established Sea Cadet Unit that has provided life-changing opportunities for many young people. We currently have 15 cadets who come from all over the East London area.

The Charity is currently looking for enthusiastic volunteers that can support with the finances of the Unit. There are free training courses available for you to develop new skills, boost your CV and support you in this role. These tasks can also be divided between volunteers, so why not come along with a friend and share the experience?

About the Volunteer Treasurer role:

The tasks of a Treasurer include but are not restricted to the following:

- Keeping up to date and accurate records of income and expenditure.
- Ensuring regular reports are available to the Trustees.
- Ensuring that annual returns are completed and checked by the appropriate person, and Charity regulator.
- Attend a regular UMT meeting - usually 1 hour, monthly or bi-monthly, on a weekday evening

About you:

Previous money management experience would help, although having the right attitude and a passion for improving the lives of young people are the most important things! If you think the person specification below sounds like you, then please get in touch:

- You are reliable, honest and trustworthy
- You are a good communicator
- You enjoy working as part of a team
- Desirable: to have treasurer / finance / money management experience

How to Apply

If you think this volunteer role is for you then please do email us to find out how you can start making a difference – newhamsc@hotmai.com

If successful you will need to undergo an informal interview, an online induction process and complete a DBS clearance.