

PENRITH ALLOTMENT ASSOCIATION

Volunteer Treasurer - Advertisement for the role

Location: home based

Expected Hours: variable also attendance at committee meetings quarterly and the AGM once a year.

Remuneration unpaid – expenses incurred in undertaking the role will be reimbursed.

Overview

Penrith Allotment Association is a non-profit making organisation which assists all members to promote allotment gardening as a leisure pursuit and promote the interest of plot holders.

We are seeking an enthusiastic and confident volunteer Treasurer who is a current plot holder to join our committee. A competent treasurer or part-qualified bookkeeper or accountant would be ideal.

Our accounts are not complex, but the treasurer would need to maintain financial control and ensure we comply with our legal responsibilities.

Key Responsibilities

- Keeping clear and accurate records of all financial transactions
- Ensuring the accounts are correct and available to the committee and for the Annual General Meeting.
- Act as a financial advisor in expenditure of association funds

Ensure financial rules are complied with and the financial records are audited as necessary.

Ensure any bills are paid.

Ensure annual subscription fees for all plot holders is paid to the National Allotment Association

If require, assist The Chair and The Secretary with decision making.

Assist in the purchase and servicing of equipment.

How to apply

Expressions of interest or questions about the role should be sent through to John Jackson (Chair) Penrith Allotment Association by e mail **thechair.paa@gmail.com** if you also leave your telephone contact number so John can phone you back.

Many Thanks

Michelle Jowett

Secretary Penrith Allotment Association