



THE DOULA
ASSOCIATION

Treasurer Job Description

What we are looking for?

An individual who is enthusiastic about spreadsheets and the smooth running of the organisation. Happy to hold regular calls with key stakeholders to ensure risks are identified and plans to mitigate are in place.

We would like you to:

- Have a thorough understanding of the Associations Mission, values, and vision
- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the association.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Undertake bookkeeping duties and/or oversee the finance volunteer ensuring posting and bookkeeping is kept up-to-date.

Are you good at:

- Working both in a team and remotely
- Giving attention to detail
- Gaining knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Bookkeeping and financial management.
- Financial analysis
- Communicate clearly

Key to this role

This role is key to the smooth running of the Association and its future success. The position will work with each member of the leadership team and be prepared to gain an understanding of every area of the organisation.



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Predicted hours

4-6 hours per month

Reapplication schedule

It is anticipated that this role will last 12-18 months. You will need to reapply for the role should you wish to. If you don't wish to or the position is filled by someone else then once a successor is identified there will be a 4 week handover.

Remuneration

In return for the work they will be doing, they will receive a free listing on The Doula Directory for the time that they are in the role.