**Job Title: Non-Executive Treasurer (Self Employed)**

**Reporting to: Manager**

**Purpose of Job: Responsible for overseeing the monthly accounts and support the board of trustees and Manager**

**Essential Skills: Qualified Accountant or similar Role**

 **Proven Work Record**

 **Competent with Sage**

**Desirable Skills: Chartered Accountant**

**Salary: £16 P/H (negotiable)**

**Hours: Estimated requirement & worked flexibly**

**Location: Remote Working and attend the office as and when required (negotiable)**

**Job Role**

**Due to growth and restructure of the organisation we are looking for a Non-Executive Treasurer on a self-employed basis who can advise and support the board and Manager in all areas of accounts and Bookkeeping. This is a very flexible role for the right candidate and we would welcome University Graduates or similar who looking to expand their portfolio or gain some work experience.**

**As the Non-Executive Treasurer your duties will include:**

* Overseeing Management Accounts
* Produce Annual Budgets
* Produce and monitor cash flow statements
* Overseeing the preparation of annual accounts
* Oversee day-to-day book keeping, banking
* Assist in the reporting and monitoring of grant funding
* Supporting Sales and purchase ledger duties – raising invoices, receipts etc
* Manage credit control
* Ensure all reconciliation i.e bank paypal, CC etc
* Record and reconcile petty cash
* Assist in the preparation of annual accounts
* Liaise with Accountant to Prepare regular financial reports
* Withdrawing and depositing of monies (If required)
* Preparing cheque remittance for Signing
* VAT Returns
* Any other Duties
* Competent in all MS packages
* Any other duties
* Access online banking facilities
* Act as Non-Executive Treasurer to the board

For an informal chat please call Susan – 07736955793 or Send your CV to -susan@yellowbuses.org.uk