

Volunteer Role Profile

Volunteer Role

Branch Treasurer

Volunteer Manager

Staff contact

Where you will be based

Community

Why we want you

This vital role supports local groups across the UK which are run by volunteers, offering friendship and support to people living with Parkinson's, their families and friends. As a pivotal part of the local volunteer team, you will help plan group spending for the benefit of people affected by Parkinson's in your community.

What you will be doing

- Be an ambassador for Team Parkinson's - engaging with local staff, volunteers, and your local community, to ensure the group has the greatest possible impact on those affected by Parkinson's in your area
- Accurately record financial activity, keeping the group and the Parkinson's UK local networks finance team informed of the group's financial position
- With support from your local staff, stay up to date with Parkinson's UK's financial policies actively sharing them with the group and supporting the group to operate within them
- Provide regular reports to the committee on the financial status of the group including final accounts at the Annual General Meeting
- Deal with financial administration for the group, from annual reports to legacy spending, and ensuring volunteer expenses are paid accurately in line with our volunteer expenses policy
- Be a signatory on the group's bank accounts

The skills you need

- Previous experience in finance, accountancy or bookkeeping can be valuable, but is not essential
- Confident with numbers and able to take the lead on the group's finances
- Have confident computer and email skills - be open to using new systems and other digital tools
- Have a commitment to the wider charity's aims and values
- Be able to contribute to balanced decisions that take into account multiple views, and to do so in a collaborative, open and inclusive way with committee and local staff

What's in it for you

- Develop valuable leadership, teamwork and people skills

- Play a crucial role in the local Parkinson's community, Team Parkinson's, and wider local planning, making new friends and building connections
- Develop / maintain your accountancy or bookkeeping skills, along with administrative and communication skills - we are happy to provide references

Disclaimer

It's important that people affected by Parkinson's can trust us with their personal information. As a Branch Treasurer you would be handling personal or sensitive data, so by undertaking this role you'll need to complete and maintain your data protection and confidentiality training.

To be a signatory on a local group account, banks will perform a credit check and we will take up a reference. Volunteers cannot perform this role if they have been declared bankrupt.