

# Volunteer Role Profile

Volunteer Role	<b>Local Group Treasurer</b>
Volunteer Manager	<b>RSPB Team</b>
Where you will be based	<b>Community</b>

## Why we want you

Our RSPB Local Groups are made up of volunteers from local communities who are passionate about saving nature. Local Group volunteers run a range of activities from outdoor walks and indoor talks to fun fundraising events, alongside campaigning to help inspire, educate and mobilise more people to connect to and save nature in the UK. There are over 160 groups operating across the UK with a variety of skills and expertise, so we are always looking for someone new to join our mission!

The RSPB is the UK's largest nature conservation charity! Join our fantastic volunteers who are helping to inspire everyone to give nature a home and secure a healthy environment for wildlife. We will help you gain skills and give you an invaluable insight into our essential work.

## What you will be doing

- Collecting and banking income from group activities.
- Monitoring group finances regularly, ensuring that all income and expenditure for the group is recorded whether of a charitable nature or otherwise.
- Ensuring surplus funds are donated to the RSPB when appropriate, while keeping enough for group operating costs.
- Arranging for the accounts to be audited.
- Presenting a financial report at each group AGM, summarising income and expenditure for the previous year, progress during the current year and recommendations concerning funding, including the proposed level of subscription.
- Completing the annual financial return for the group and return it to the Finance Department by deadline date given.

## The skills you need

- Essential skills:
- Comfortable keeping simple accounts.
- Comfortable handling and accounting for charity money.
- Well organised and conscientious.
- Effective communication skills, to liaise with other volunteers.
- Computer literate with internet and email access, and a willingness to engage with internet-based methods of communication.

- Beneficial skills:
- Passion and enthusiasm to help give nature a home.

### **What's in it for you**

- If you're the kind of person who would like to volunteer but is unable to commit regularly, then this could be perfect for you! This suits a candidate who is looking to volunteer from home and have flexibility in your time commitment.
- If you're volunteering to learn new skills and gain knowledge about wildlife conservation work, you'll find that our team will be more than happy to help you on that journey.
- This is an opportunity to try new things and use your skills to make a valuable contribution to the work of your RSPB Local Group. We are also a friendly and supportive team, so you will get the chance to build new relationships and meet new faces.
- Perhaps the most rewarding aspect of being part of a Local Group is knowing that you're really making a difference in inspiring others to help save nature.