

Treasurer and bookkeeper volunteer

We know how vital it can be for people affected by stroke to connect with others who share a similar experience as they adapt to life after stroke. Stroke Association support groups provide vital support to people affected by stroke. They offer support to stroke survivors, carers, family and friends. Built on friendships and fun, they are a safe and supportive space to try things again, to learn more about stroke and self-care and to build confidence as people rebuild their lives.

What the role involves:

A support group treasurer and bookkeeper take on specific roles and responsibilities in the managing and reporting of the group's finances. One volunteer can do both roles or two volunteers can work in partnership. The key tasks and responsibilities are:

Bookkeeper:

- Digital recording of all group income and expenditure using a monthly account spreadsheet. Submit monthly accounts to the Stroke Association together with receipts and paying in slips
- Prepare a financial summary for the annual review meeting of the group
- Liaise closely with the group treasurer (where the role is split)
- Aware of the Stroke Association financial guidelines
- Work together with the Stroke Association's Finance Officer

Treasurer:

- Manage the groups prepaid card
- Oversee the day to day income and expenditure, using the group's pre-paid card and petty cash
- Ensure all expenses and invoices are paid on time and bank any cash or cheques
- Each month collate receipts, invoices, volunteer claims and registers of all group income and expenditure and email or send to the bookkeeper (where the role is split)
- Liaise closely with the book keeper (where the role is split)
- Ensure the group follows the Stroke Association's financial guidelines
- Work with fellow volunteers to ensure the group spends in line with the charitable objectives and financial information is transparent
- Work together with the Stroke Association's Finance Officer

Skills, attitude and experience needed

Bookkeeper:

- Good numerical skills and able to maintain clear and accurate financial records
- Able to use basic excel and send emails
- Organised
- Team player, able to work well with others and seek support when needed
- Willing to work in line with financial guidelines, policies and charity commission's requirements

Treasurer:

- Able to use online banking and send emails
- Organised
- Team player, able to work well with others and seek support when needed
- Willing to work in line with financial guidelines, policies and charity commission's requirements

What the role can offer you personally:

As a treasurer and bookkeeper, you will play a significant role in supporting and developing a welcoming community for people affected by stroke. The role provides an opportunity to engage with your local community and meet new people. You can be part of volunteering team that provides support, information, reassurance and motivation in rebuilding lives.

Many of our treasurer and bookkeepers say that this role is a great way to engage with, and support, their local community. They feel like they are making a difference and giving something back.

It also offers you a chance gain and develop professional skills, by volunteering with a well-respected charity.

Training for this role:

We provide all of our support group treasurers / bookkeepers with training so they feel confident in the role and give the best possible support to stroke survivors. All training is held over Zoom.

Mandatory training that you need to undertake for this role is:

- People welcome session (2.5 hours)
- Treasurer training (3 hours)

We also offer ongoing support and expenses where appropriate.

Where and when you would volunteer:

The **bookkeeper** can be a remote role, supporting the financial running of a group from your home for approximately 2 hours per month.

The **treasurer** is usually a face to face role, one which requires attending the group sessions for sometimes up to 2 hours a week. This will depend on how often your local group meets.

If you are interested in either of these roles, please contact Gaby Beattie, Engagement Officer on email Gaby.Beattie@Stroke.org.uk

Our vision is for there to be fewer strokes, and for people affected by stroke to get the help they need to live the best life they can.

Our core purpose is to be the trusted voice of stroke survivors and their families. We want to drive better outcomes in stroke prevention, treatment and lifelong support for everyone affected by stroke.

Volunteer and

make a difference.

Find out more about stroke, what we do and how you can help:

stroke.org.uk or call our

Stroke Helpline: **0303 3033 100.**