Advert for WSCUG treasurer

The Well Street Common User Group is an inclusive community group of residents and other local users who appreciate and love their South Hackney common.

We try to represent the interests of everyone who uses this very popular space: the walkers, runners, nature lovers, families and free spirits who value the opportunity to enjoy time outdoors in this beautiful and historic space.

Could you be our new treasurer? We are looking for a committed, enthusiastic, prudent, individual to take over running the finances of our constituted organisation.

You do not need to have held a formal treasurer role before (though if you have - great!). However, you will be good with figures and familiar with the basics of accountancy and financial management. Perhaps you are an accountant or bookkeeper or run your own local business?

The role involves:

- To oversee all financial aspects of the Well Street Common User Group, on behalf of the management committee, to ensure its short and long-term viability
- To ensure that the management committee and group fulfils its duties and responsibilities for the proper financial governance of a constituted organisation
- To ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given
- To deliver regular financial reports to the management committee
- To authorise payments and bank transfers as required and to be the lead as regards all bank related issues
- A commitment to promoting Well Street Common User Group to raising awareness of the organisation would be desirable

Time commitment
This is a volunteer role which takes up around 2-3 hours a month. We have five annual meetings and one general meeting a year and the finance subcommittee meets 2-3 times in between, particularly in the lead up to the annual festival (see below). Additional time needs to be allowed for financial transactions.

We run an annual festival for which the presence of the treasurer is essential. This year, it will take place on 12 June 2022.

What are we looking for?

This position requires experience of accounting and someone who is keen to support the growth and governance of a constituted group working to maintain and improve the biodiversity and community spirit of a valued local green space.
Previous experience of fundraising would be an added bonus but please don't let an absence of this be a barrier to applying.

What difference will you make?

The role of Treasurer is key for Well Street Common User Group. Our wonderful current treasurer has moved and is retiring and for this reason we are looking for a replacement. The Treasurer will not only play a strategic role as a committee member but in the absence of any Finance Staff, the Treasurer will have responsibility for administering financial transactions including payments, as well as monitoring the bank account and budget.

We are very keen to increase the diversity of our membership and management committee so that it better represents the community who live nearby and those who use the common. We have a fantastic and committed group currently but we are aware that there are several groups who are currently underrepresented within the group and are committed to changing this.

As such, we would particularly welcome applicants from those communities underrepresented which include Black African, Black Caribbean, Turkish, Vietnamese, Eastern European and Jewish, as well as the LGBTQIA+ community, disabled people and those who are living in rented and social housing. This is because we are committed to making sure the voices and opinions of people from these parts of the community are uplifted and central to the activities we undertake into the future.

Deadline Friday 1 April