

Name of Volunteering Activity

Hall Treasurer

Name of current Volunteering Lead

Julian Trevelyan

Tasks to be undertaken

- Working with the Church Treasurer to prepare financial results for the Halls.
- Prepare the annual budget and update for each Halls Committee meeting to show a forecast position
- Make payments as required supported by invoices
- Working with the Church Administrator to view and manage Hall bookings
- As and when help with finding trades people to give quotes for required maintenance

Any particular skills required?

- Some knowledge of booking keeping
- Some knowledge for preparing budgets and forecasts
- Some knowledge of Excel

Expected hours to be committed (per week/ month/year)?

Roughly 5 to 10 hours a month

Regularity

Monthly

Any flexibility to shorten the time requirement?

No

Any special arrangements that could be made for volunteers with health conditions or impairments?

Church and Halls have good access

Name/s of people currently volunteering in this role

Julian Trevelyan

Do we need any more help with this role?

Yes suggest a back up is found for periods of unavailability

Please contact churchwarden2@stmaryatfinchley.org.uk if you are interested in volunteering.