



# Volunteering

## Role Description

### VOLUNTEER WANTED

## Treasurer/Book-keeper

- To manage the Museum's bank accounts
- To manage and record receipt of sales and subscription income
- To make payments to suppliers as necessary.
- To maintain the Museum's accounts on computer
- To produce regular reports for the Museum's Executive Committee
- To prepare an annual report and submit to Charity Commission
- To Liaise with members of the Committee, with the bank and with an auditor as appropriate
- To track donations and claim Gift Aid annually.

#### **Commitment:**

Approx. 6 to 8 hours a month

#### **Personal skills**

The Treasurer should be trustworthy, computer literate and well organised. This is a responsible role and the candidate should be able to provide references and evidence of financial positions held either professionally or as a volunteer.

#### **Time and Place**

It is expected the volunteer will work from home, at times that will suit the individual within reason.

This position is unpaid, and to be filled on a volunteer basis. It is expected that volunteers will be or will become members of the museum.

The executive committee of the Museum reserves the right to terminate the arrangement at any time, by giving written notice.

Applications to The Secretary c/o Sittingbourne Heritage Museum, 67 East Street,  
Kent ME10 4BQ

Or email to: [secretary@sittingbourne-museum.co.uk](mailto:secretary@sittingbourne-museum.co.uk)