



ENCAP seek volunteer Treasurer for board.

ENCAP is a Scottish Charitable Incorporated Organisation, established in 2014 to support communities in the East Neuk and Landward area of Fife to prepare community action plans, and to work together in the preparation of a long term vision and strategy for the East Neuk.

ENCAP has recently employed a project officer and now feel the organisation would benefit from a board member with financial expertise as the project moves forward and applies for more funding and potentially takes on more staff.

The overall role of the Treasurer is to maintain an overview of the organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

The tasks of the Treasurer will include:

- preparing and presenting financial reports to the board on a monthly basis, including projected cash-flow
- keeping the board aware of its financial responsibilities
- ensuring that the organisation's accounts are prepared in a suitable format
- ensuring that the accounts and financial systems are audited as required by law
- liaising with the auditors/independent examiners.
- basic bookkeeping
- liaising with Fife Voluntary Action for staff wage payments
- Petty cash reimbursements

The responsibilities of the Treasurer will include:

- preparing and presenting budgets, accounts and financial statements in collaboration with staff
- being assured that the financial resources of the organisation meet its present and future needs
- the preparation and presentation of financial reports to the board, ensuring that appropriate accounting procedures and controls are in place
- liaising with paid staff and volunteers about financial matters
- preparing financial report as required for outside funders

Qualities and Skills Preferred.

- Experience of financial control and budgeting.
- Good communication and interpersonal skills.
- Knowledge of Excell and bookkeeping systems
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Ability to attend monthly steering group meetings

Please contact Mia Gonzalez-Noda at encap.officer@gmail.com if you are interested in getting involved with ENCAP.