



Volunteer Treasurer

Remote
Part time
Volunteer

We're Looking for a Treasurer!

Mast Cell Action is seeking a qualified accountant to join our Board of Trustees as Treasurer. This voluntary role plays a key part in ensuring our financial sustainability, helping us continue supporting and advocating for the MCAS community. The Treasurer oversees the general bookkeeping and accounting, acting as the primary contact for all the charities financial queries. As Mast Cell Action is a registered charity it is required that the Treasurer also stands as a trustee. The Treasurer will lead on all budget planning, financial reporting, financial record-keeping, and manage payments, with regular communication and feedback with the other Trustees. The Treasurer must have a strong understanding of basic financial principles.

Please note this is a voluntary role and works alongside the charity's voluntary trustees.

Key Tasks:

- Keeping and maintaining financial oversight
- Processing and paying invoices.
- Keeping accurate records of financial transactions.
- Ensuring all cash and cheques are promptly deposited
- Reporting regularly to the Trustees on the charity's financial position.
- Preparing a year end statement of accounts to present to the auditors.
- Financial planning, including an annual budget and monitoring it throughout the year.
- Reporting as required to all statutory bodies, the board of trustees, the CEO and operational managers of the charity.
- Provide financial advice if required

If you're passionate about making a difference for people living with MCAS, have strong financial expertise, and want to help guide a growing charity, we'd love to hear from you. While lived experience of MCAS is preferred, it's not essential.

Hours

Flexible, ideally 4 to 6 hours per week.