

Do you have Microsoft Excel experience?	
Role Title	Finance Officer (Treasurer)
Responsible to	Chiltern Branch Committee
Location	Chiltern Branch area
Why it matters	To ensure good governance, the IWA requires that branch finance records are maintained by someone other than the branch chair.
What's involved	The primary task of the Finance Officer's role is to ensure the branch committee is kept aware of branch income, expenditure and available funds.

DETAILS	
Time Commitment	This is flexible role with no time set time commitments but we anticipate it will involve less than 2 hours per month.
Main Tasks	<ul style="list-style-type: none"> • To liaise with IWA Finance Dep't at Chesham • To provide quarterly transaction account showing income source and reasons for expenditure • To maintain standard excel workbooks tracking branch income, expenditure and fund balances. • Ensure branch expenditure is consistent with authority levels set by IWA Finance Committee. <p>Note:-Banking facility and support is managed by IWA Chesham.</p>
Required skills and experience	<p>Basic knowledge and experience in the use of Microsoft Excel is required. Task specific training and induction will be provided by IWA Finance Dep't.</p> <ul style="list-style-type: none"> • Good IT skills • Good communication skills and enjoy working in a team
Additional information	<p>The volunteer delivering this role can set their own level of involvement in all branch activity including committee work. To satisfy governance requirements, the Finance Officer will be a member of the branch committee; however the responsibilities of the Finance Officer can be fully discharged remotely.</p> <p><i>Our preference is for someone committed to inland waterways, who wishes to have a full involvement in branch activity and development.</i></p>

If you think you can help, please contact Dave Chapman on 07808 720555 or at dave.chapman@waterways.org.uk