**BHAF Treasurer**

**This is a voluntary post and involves:**

* Keeping detailed records of all income and expenditure
* Being a cheque and bank account signatory
* Providing financial reports to the committee on request
* Compiling annual accounts
* Administering the Development fund:
  + Receive queries and applications for funding
  + Check applications against criteria, and ensure they include all relevant quotations and plans in order that the committee can make a decision
  + Make grants to the recipients and claim back the funds from the council
  + Keep a running total of all grants made (by date and site), and grant funding outstanding
  + Monitor grants to ensure the money was spent appropriately, and make sure receipts are received and the project is completed within 6 months of receipt of the grant
  + Work with the publicity officer and webmaster to promote this fund and ensure fair distribution of grants

**We would like someone who:**

* Is proficient in microsoft excel and using email
* Is organised and has good attention to detail
* Has access to the internet
* Is numerate, preferably with experience of accounting

**The successful applicant will need to:**

* Attend 4 Site rep meetings per year (including the AGM)
* Attend approximately 6 committee meetings/year
* Where possible attend 6-10 Liaison meetings with council as part of committee

The applicant does not have to be a plot holder, but some knowledge of and interest in allotments or gardening would be ideal.  The volunteer will need regular access to a computer. Lifts might be provided to meetings if needed.

If you are interested please send an email asap to [BHAF.contact@gmail.com](mailto:BHAF.contact@gmail.com), with a short description of why you think you would be suitable for the position, and the contact details of two character referees who can vouch for your suitability for this role which will include management of finances.