

## WE ARE LOOKING

FOR YOU TO JOIN AS A **VOLUNTEER TREASURER**

**HIGHLAND AND ISLANDS BLOOD BIKES**



The Treasurer is a Trustee position and oversees monitoring the organisation's finances on behalf of the Board of Trustees and wider management teams.

The Treasurer ensures that all income is recorded and funds are spent correctly and properly documented.

The Treasurer also takes on the day-to-day financial duties such as bookkeeping (handling and recording transactions, managing the bank account, preparing reconciliations), forecasting and preparing accounts.

A basic understanding of accounting and bookkeeping is essential – as is an eye for detail. Currently, the accounts are managed in Excel and shared on Teams with the Trustees –experience of both is desired.

**Anyone interested in this position within the charity or would like to know more, please contact Graham Allan at [chairman@haibloodbikes.co.uk](mailto:chairman@haibloodbikes.co.uk) to arrange an informal chat.**