Volunteer Treasurer

Dyffryn Ardudwy and Talybont Village Hall

Dyffryn Ardudwy and Talybont Village Hall is seeking expressions of interest from someone who would like to join our management committee as Volunteer Treasurer.

The Treasurer helps ensure the Hall's finances are well managed, transparent and sustainable, enabling the charity to continue providing a valuable community facility for local residents.

Further Information

Expressions of interest will be considered by the trustees in accordance with the Charity's governing arrangements.

To find out more or to express an interest, please contact the Chair, Nedw, at **cadeiryddneuadd@gmail.com**

Closing date: 24 July 2026

Volunteer Treasurer

Dyffryn Ardudwy and Talybont Village Hall

Main Responsibilities

- Maintain accurate financial records and book keeping.
- Monitor the Hall's income and expenditure.
- Manage the Village Hall's bank account and financial transactions in accordance with trustee decisions and financial policies.
- Raise invoices and ensure suppliers, contractors and expenses are paid promptly.
- Record income from hall hire, grants, donations and fundraising activities.
- Prepare monthly financial reports for the trustees.
- Assist with budgeting and long-term financial planning.
- Prepare the annual accounts and support any independent examination or audit.
- Help ensure the charity meets its financial reporting and regulatory obligations.
- Advise the trustees on financial matters and support informed decision-making.
- Review utility contracts and tariffs, identifying opportunities to improve value for money and reduce costs.
- Maintain appropriate financial controls and cash-handling procedures.

Skills and Experience

We would welcome applications from someone with:

- Experience of book keeping, accounting or financial administration.
- Good organisational skills and attention to detail.
- Reliability, integrity and discretion.
- The ability to explain financial information clearly and confidently.
- An interest in supporting a valued local community organisation.
- Experience of voluntary, community or charitable organisations would be helpful but is not essential.

Time Commitment

Typically around 12–18 hours per month, including:

- Routine financial administration.
- Banking income and processing payments.
- Preparing monthly financial reports.
- Attending trustee meetings.
- Additional time during budgeting and preparation of the annual accounts.