**Role of Treasurer**

Mediation Hertfordshire are looking to recruit a new Treasurer. The ideal candidate would also become a Trustee and sit on the management board of this not-for-profit organisation in Hemel Hempstead, that specialises in dispute resolution.

The day to day running of finance is dealt with by the small office team who undertake, data input, monthly reconciliations, liaison with payroll, invoicing and credit control.

The key tasks of Treasurer are set out below:

1. Prepare Annual Budget
2. Financial Accounting – Preparation of journals and general ledger maintenance
3. Management Accounting – Monthly reports
4. Bank Account Oversight and Approval of Payments
5. Reconciliation of Bank Accounts, Debtors and Creditors
6. Assist with Preparation of Annual Accounts by Auditors.
7. Attend the March and October Board Meetings to update fellow Trustees
8. Fixed Assets Register
9. Cashflow Forecasts

A full handover would be undertaken by our current Treasurer, who currently attends the office on average twice a month, however it would also be possible to work from home.

If you are interested in this voluntary role please contact our Chair of Trustees, Chris Mills by e mail to help@mediationeherts.org.uk