

## Exeter Diocese Mothers' Union Treasurer Role Description

The Trustees of the Mothers' Union in the Diocese of Exeter are looking to recruit a new Treasurer for their charity to enable them to carry out their obligations to the Charity Commission. The post is offered on an honorary basis, but with reimbursement of any expenses, including travel. As a post holder the Trustee Board expect to nominate a Trustee to whom the Treasurer will be responsible.

The Trustees are a friendly group who oversee the branches across Devon, which currently number approximately 500 members. Therefore, we are looking for someone who is sympathetic with the aims and objectives of our worldwide organisation, ([www.mothersunion.org/our-vision](http://www.mothersunion.org/our-vision)). Currently the Trustees are looking at new areas of funding for our projects which will allow our members to become more engaged with our local communities. This money would free up our membership monies to develop our office resources.

The Treasurer must be able to handle incoming membership payments, help us to set budgets for our work and payment of invoices. There are three signatories on our accounts and we have an Independent Examiner who is approved by our Diocesan Council members.

You will be asked to attend monthly Trustee meetings, Office meetings and two whole membership gatherings a year. The post will take on average 6 hours per week to be worked in the office or possibly flexibly at home. Some weeks the workload will be heavier due to attendance at meetings as required. Other training is offered through our central charity and is usually covered by expenses or is held on Zoom.

	Essential	Desirable
	Working knowledge of Microsoft Office	
		Working knowledge of Data Developments Accounts package
	Working knowledge of Treasurer duties inc Charity Commission submissions	
	Willing to use Zoom for meetings	
	Able to travel in to Exeter office for meetings etc	
	Able to do online banking	
	Willing to work with our Office Administrator	
	Able to attend Trustees meetings	
		Willing to learn about and support Mothers' Union projects in Exeter and worldwide on behalf of the Trustees
	An understanding of Governance obligations for charities and Trustees	

If you wish to apply for this role please send in a Letter of Application with a current Curriculum Vitae. References will only be asked for if you are offered the role. Closing date: Friday 17th February 2023. Successful candidates will be contacted and interviews will commence from the 27th February 2023.

Heather Sayle, Exeter MU Diocesan President by email: [muexeterdp@icloud.com](mailto:muexeterdp@icloud.com)  
Office Address: MU Office, St Sidwell's Centre, Sidwell St, Exeter EX4 6NN

