

Branch Treasurer

Role Profile

Across England, Wales and Northern Ireland, [Branches](#) offer direct support for people living with and affected by Motor Neurone Disease (‘MND’), every day.

A Branch Treasurer supports the Branch financial operations, overseeing standard financial activities and maintaining accurate accounting records in line with the MND Association Policies and Procedures.

Tasks and activities

- Branch financial administration - handling cash, banking, grant decision-making, online account management, and authorising and approving payments as one of the Branch’s bank signatories
- Reporting - prepare quarterly Accounts and Financial Statements for the Branch Committee and MND Association relevant team, and updating the cashbook monthly
- Planning - support Branch Committee members with the budgeting of Branch funds and assets, ensuring consultation with the Branch members as appropriate
- Adhere to the MND Association’s policies and procedures, including GDPR and Safeguarding
- This role may require attending meetings and events. Expenses are covered per our policies.
- Time commitment is flexible and variable depending on local need and individual capacity

This role is recruited through Safer Recruitment processes, which means the process includes an informal interview and two references.

Successful applicants will complete a structured induction pathway, involving e-learning modules.

Volunteers receive ongoing local support from their allocated Community Support Coordinator (‘CSC’ – previously known as ‘ASC’) and relevant team members with a link to finance processes.

About our Branch Treasurers

Across the MND Association, everything we do is underpinned by our Values.

We are **One Strong Team**

- We develop and maintain positive and supportive relationships with others
- We use our communication skills to present and explain financial information clearly to others
- We ensure collaboration, consultation and transparency with Committee members

We **think Big**

- We are ready to enhance our understanding of MND to drive our approach to volunteering
- We use our numerical and analytical skills to set up and maintain accurate records
- We use our ICT skills to undertake tasks - e.g. Zoom/MS Teams, email, Office 365

We are **Determined**

- We are committed to learning about MND and its impact on people and their families
- We take steps to ensure compliance with regulations, including following accounting, auditing and controls policies and procedures with the support of our team
- We understand the need for consent, confidentiality and the importance of data protection

We make **Every Day Count**

- We champion the [Vision and Purpose](#) of the MND Association
- We can use our organisation skills to efficiently complete tasks with the support of others
- We are always respectful and kind