



The countryside charity
Oxfordshire

Volunteer Role Profile

Volunteer Role	CPRE West Oxfordshire District treasurer
Volunteer Manager	District Chair
Where you will be based	Home, with quarterly meetings either via Zoom or in person
Time commitment	Estimated 1-2 hours a month

Why we want you

By volunteering with us you'll be helping to find positive solutions for the issues facing the countryside and the environment. By applying your skills and experience you can make a real difference and be a central part of a friendly and passionate charity.

As district treasurer you'll keep records of our income and expenditure and reimburse invoices and expenses. The sums involved are comparatively small and the transactions not that frequent, so this should be a relatively straightforward task for anyone with some basic finance experience.

What you will be doing

Keeping accurate records of receipts and payments

Manage the payment of invoices and reimbursement of expenses, and act as signatory for bank transfers and cheque payments.

Preparing a short financial update for the quarterly meetings and Annual General Meeting

Liaising with the county branch - CPRE Oxfordshire - on district finances, to arrange payments as required, and maintain a small petty cash float if needed

Being a positive advocate for CPRE and encouraging others to support our work

Safeguarding the good name and values of our charity

The skills you need

A commitment to CPRE policies, brand, campaigns and initiatives

Ability to keep accurate records and confidence in handling finances and bank accounts

Experience in financial software or spread sheets

Ability to provide financial updates

Access to a computer and the internet at home

Ability to commit to volunteering regularly, to suit your availability, including attendance at meetings

Happy carrying out tasks independently and as part of a team

Good written and verbal communication skills

What's in it for you

Use your skills and experience to contribute to the success of our charity and make a positive difference to the countryside

Meet like-minded people and enjoy being part of a team

Enhance your CV by developing new skills and gaining valuable experience

Get involved with social events and workshops on a local and national level, including the annual CPRE conference

We provide out-of-pocket travel expenses (agreed in advance)

How to apply

Drop us a line! Let us know why you're interested in the role and what you think you could offer, ideally with a CV or otherwise a brief outline of your relevant skills and experience.

E: administrator@cpreoxon.org.uk

Initial deadline is 31 August 2022, but we would still be happy to hear from you beyond this point.

If you would like an informal 'no strings' chat about the role and what is involved, please contact our Branch Director:

Helen Marshall

E: director@cpreoxon.org.uk M: 07791 376365