



**“Home-Start Exeter and East Devon – giving a little
to make a **BIG** difference”**

Home-Start is the UK's **leading** family support organisation working with over 30,000 families and **70,000** children each year.

**Home-Start Exeter and East Devon (an incorporated charity)
Requires a**

TRUSTEE TREASURER

**Approx 2 hours per week
Out of pocket expenses paid and training provided**

Home-Start is a voluntary organisation committed to promoting the welfare of families with at least one child under 5 years of age. Volunteers offer regular support, friendship and practical help to families finding it hard to cope, in their own homes, helping to prevent family crisis and breakdown.

At Home-Start Exeter and East Devon we are looking for a Treasurer to be responsible for ensuring that accurate accounts of income and expenditure are kept and for dealing with all financial matters relating to the charity. You will:

- Provide financial oversight for the organisation, ensuring that the financial records are accurate and timely.
- Ensure that financial systems and protocols are in place and worked within, in consultation with the Book-keeper.
- Work with the scheme manager and book-keeper to set an appropriate budget for the Committee to discuss, adjust and agree.
- Ensure that the accounts are prepared and audited.
- Be responsible for ensuring salaries, NI contributions and that office rents are paid.

In return, you will access training and professional networks and see the difference Home-Start makes to families in your community.

Applicants will be required to undergo an enhanced disclosure check with the DBS.

Please contact us for more information or to arrange a visit to the scheme.

Home-Start Exeter and East Devon 149 Beacon Lane, Exeter EX4 8LR

Email: sue.r@homestartexeter.co.uk.

☎ 01392 426440



Home-Start Exeter and East Devon is committed to equal opportunities.
Registered Charity No: 1116385