



# HEAGE WINDMILL

**Heage Windmill currently has 2 vacancies for Treasurers**

1. Vacancy for Treasurer for Heage Windmill Society (HWS) – the body of Trustees.
2. Vacancy for Treasurer for the Friends of Heage Windmill (FoHW) -the trading organisation supporting the Charity.

Both posts – which are unpaid - could be covered by one person.

Some experience of charitable accounting would be useful but is not essential as training will be given to the successful applicant/s. The treasurer of HWS may, in due course, be appointed as a Trustee.

The Treasurer in both posts is required to oversee the management and reporting of the respective organisation's finances. This includes keeping hard copy and computer records to present for annual audit. The Treasurer will work with the appropriate Chair to oversee the organisation's finances.

Both Treasurers will have certain key deadlines to meet e.g. audit, reports for meetings and payment of invoices. Other than this, work can be organised to suit the individual but both posts are part time. The meetings in both organisations are bi-monthly.

Please note - There is no requirement to handle cash as currently this is done by the banker.

In the first instance please contact the Secretary by e-mail on [h.secretary.w@gmail.com](mailto:h.secretary.w@gmail.com) or by post, c/o 3, Elmwood Drive, ALFRETON, Derbyshire. DE55 7QJ.

More details of what the job/s entail will be supplied on request.

With your application, please give details of any relevant experience - details of 2 referees will be required in due course.

The closing date for both posts is **28th October 2022**.