

Finance Role

At Crimestoppers, we believe that it is **people** who stop crime.



Each and every one of us can play a part. Together, we can be safer from crime. Our volunteers play a vital role for our charity.

Our volunteers connect people everywhere with the belief they can stop crime. Volunteers usually work as part of a local team, in a role that suits your skills and/ or experiences.

Role Purpose:

Responsible for the Committee's funds and accountable to the Committee and the Director of Finance at Crimestoppers Central Office for the management of that fund.

To lead in the committee's financial planning in order to support effective delivery of local campaigns and fundraising efforts.

Quote from one of our Finance volunteers:

"As the Treasurer for the committee it enables me to assess the way in which the money raised is spent. I ensure we get value for money and try to maximise the opportunity of raising our profile."

Role:

- Ensure sufficient funds are always available to pay for at least 6 months of expenditure, informing Crimestoppers Central Office immediately should the balance fall below this.
- Forecast and account for income / expenditure to ensure the Committee can make informed decisions on promotion and fundraising.
- Input all payments and receipts to the Regional Financial System (RFS) each month and reconcile to the bank account.
- Provide relevant documentation to Crimestoppers Central Office each month to support the transactions in the RFS.
- Ensure income and expenditure for restricted funds is allocated appropriately.
- Identify and report to Crimestoppers Central Office on Intangible Income - Gifts in Kind.
- Arrange the payment of rewards in your region.

Finance Role

- Work alongside the committee Fundraiser Volunteer.

Experience:

- Experience or interest in working with Financial Systems
- Computer literate with access to a computer & internet
- Organised with attention for detail

Commitment:

- There may be opportunity to attend other events or activities associated with the charity if wished.
- Commit to the principles of the Crimestoppers Volunteer Charter.
- Sign a Volunteer Agreement and Non-Disclosure Agreement.

Support:

The role will be supported through regular contact with the local committee Chairperson, with access to the Finance Team at Central Office. Reasonable out of pocket expenses, to fulfil essential activities, will be reimbursed.