



Treasurer (volunteer)

About PCD Support UK

PCD Support UK is a charity which supports those with Primary Ciliary Dyskinesia (PCD). PCD is a rare genetic disorder affecting approximately 1 in 7,500 in the UK. PCD Support UK is here for those affected by PCD, we talk about PCD as widely as possible, and we champion research to improve its diagnosis, management, and treatment.

Our Mission

At PCD Support UK, we:

- Support to people who have PCD, or are suspected of having PCD and their carers
- Bring PCD to the attention of the medical community
- Provide an up-to-date information service
- Raise awareness of research to aid diagnosis and treatment of patients with PCD
- Work with the NHS and other bodies to ensure patients have access to diagnostic services and on-going care
- Fundraise to support the above activities

Find out more about PCD and our charity on our website: www.pcdsupport.org.uk

The Role: Treasurer

We are seeking a highly organised individual to oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.

Responsibilities:

- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.

More specifically:

- Undertake bookkeeping duties ensuring posting and bookkeeping is up to date.
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.
- Liaise with trustees and/or volunteers to ensure the financial viability of the organisation.
- Make fellow trustees aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Payment signatories
 - Purchasing limits
 - Purchasing systems
 - Expense Policies
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

Skills Required:

- Knowledge and experience of current and fundraising finance practice relevant to voluntary charity organisations.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.
- Ability to communicate clearly.
- Understanding of risk and controls.

Time Commitments

Weekly payments and booking keeping: approx. 2 hours per week

Quarterly Trustee Meeting: 2 hours each meeting plus preparation time

Annual General Meeting: 2 hours plus prep time

Lots of optional events and conferences available to attend, for example: ERS Congress, House of Commons events, British Thoracic Society events, RareFEST, World Bronchiectasis Conference, and many more!

To Apply

Please send your CV and Cover Letter to chair@pcdsupport.org.uk