



## The National Unpaid Carers Union and Forum

As treasurer you will be responsible for the financial health of the NUCUF – The National Unpaid Carers Union and Forum.

You will oversee the organisation's finances, including:

- **Financial records:** Ensuring that proper financial records and procedures are maintained
- **Financial reporting:** Presenting financial reports to the core team
- **Investment policy:** Advising on the organisation's investment policy and ensuring that investments align with the organisation's goals
- **Cash flow:** Monitoring cash flow and creating systems to control income and expenditure
- **Statutory returns:** Preparing statutory returns to Inland Revenue and Customs & Excise
- **Annual accounts:** Preparing annual accounts for audit

You will also act as a reference point for the core team, clarifying financial implications of proposals, confirming legal requirements, and outlining the current financial status.

Ideally you will possess a range of expertise in accountancy, money management, risk management, corporate governance, and corporate financing.

This is a voluntary position and as such we would not ask you to do more than you can, if you can provide 5-10 hours per week we would love to hear from you.