



Volunteer Role Description:

Finance Lead

TIGHT LINES FOR HEALTHY MINDS





We are keen to welcome new people with new ideas and new skills into our team.

We strive to develop our programme of fishing-related activities and events in new, creative and innovative ways to contribute to improved mental health and wellbeing.

The impact you will make

You will ultimately enable our volunteers to deliver more Fishing Sessions in your local community.

Summary

	Location:	Ideally Greater Manchester but Remote an option
	Time:	Entirely flexible
	Team:	Team Engagement
	Responsible to:	Fundraising Manager

What you will be doing

- Owning Tackling Minds financial procedures and maintaining accurate online records of financial transactions
- Presenting regular financial reports to Board of Director meetings
- Main point of contact for our external Accountants Re: reporting & auditing
- Responsibility for the delivery of our online annual statement of accounts
- Attending meetings and assist fundraising events and activities
- Encouraging and welcoming a diverse group of new supporters to assist with fundraising activities

What you need for this role

- Enthusiasm
- Good interpersonal and communication skills



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- Computer access
- IT, organisational and administration skills
- Experience of accounting procedures and willingness to adhere to Tackling Minds financial processes

What's in it for you ?

- Join an inclusive and diverse organisation
- Have fun, meet new people and join a motivated and enthusiastic team who are making a difference
- Learn skills and gain experience to enhance your CV
- Gain the satisfaction of giving back
- Training to fulfil your volunteer role will be provided and reasonable out of pocket expenses reimbursed

What Next?

- Apply for this role
- Hear back from the relevant Department Lead
- Have an informal chat
- If successful, supply references (if applicable)
- Agree start date
- Induction (and training if applicable)

Safeguarding

Tackling Minds is committed to safeguarding; ensuring the welfare of children, young people and adults at risk.

We expect all employees and volunteers to share this commitment and have a zero tolerance approach to proven incidents of bullying, abuse, harassment or exploitation.

The suitability of all prospective employees and volunteers will be assessed during the recruitment process in line with this commitment. This will include relevant criminal record checks being carried out dependent on the eligibility of the role.

(England & Wales; DBS check, Scotland; Disclosure Scotland PVG, Northern Ireland; Access NI, Republic of Ireland; Garda Vetting; International, International Child Protection Certificate process).



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Diversity at Tackling Minds

Tackling Minds respects and values diversity of background, skills and perspectives within our teams, and considers it essential to help us deliver a quality Fishing Service. We are an inclusive organisation and welcome applications from everyone. In addition to having the skills needed for the role, we also look for applicants who share our commitment to living our values (trustworthy, selfless and dependable).

Equal Opportunities

Tackling Minds delivers Fishing Sessions to improve mental health and wellbeing without prejudice. We aspire to be an organisation where our people are valued no matter who they are. We aim to be truly inclusive, benefit from diversity and appreciate everyone for their individual contribution.