

Are you good with numbers and want to help your local CAMRA Branch?

As **Treasurer** you can use your abilities to keep the branch accounts up to date, help the branch run smoothly and acquire new skills.

The role involves

- Maintaining records, generating reports and accounts using CAMRA's bespoke online system.
- Paying debts.
- Issuing invoices and collecting money owing to the branch.
- Maintaining a list of significant assets owned by the branch (e.g. festival equipment).

Useful skills and knowledge

- Good numeracy skills.
- Good interpersonal skills.
- Access to a computer/tablet with internet access.
- Knowledge or experience of Excel.
- A willingness to attend or take part in free CAMRA training courses.

Time commitment

- This role can take up as much time as you are prepared to give. Around two hours a month is probably typical except at key times, such as when reporting for the branch AGM.

Information and support

- Information on finance training, useful forms and essential information are in the [Branch Financial Guides and Forms](#) area of the website.
- Support and training are available from CAMRA's central finance team: financesupport@camra.org.uk and from regional officers.
- Advice and guidance is available from your Regional Director or Regional Finance Officer and in the [Volunteers Area](#) of the CAMRA website.

For more information, please contact your [local branch](#) or [Regional Director](#).

You can also contact volunteer.services@camra.org.uk

