



Are you looking for the right opportunity to share your charity finance skills, enabling us to have a real impact on children's lives?

Downright Excellent's mission is to enable children with Down syndrome to maximise their potential. We passionately believe that all our children have skills and talents that should be celebrated and developed to support them to be the best that they can be. We deliver a range of interventions and support to both children with Down syndrome and their families in Greater London

We are seeking a **treasurer** to join our board as we navigate our way through the challenges presented by the current Covid-19 crisis, and plan for mitigating the longer-term impacts.

A bit about this role

Our volunteer treasurer will work closely with our deputy treasurer and finance team to maintain the finances of our charity, ensuring our funds are spent in the most effective way. Working with the wider trustee team, you will also contribute to our fundraising strategy and efforts.

What can you expect to be doing?

Working closely with our finance team and deputy treasurer, you will help us to:

- Oversee the financial affairs of DEX and ensure they are legal, constitutional and within accepted accounting practices
- Help prepare budgets and financial reports, and present these to the Board
- Ensure that the charity keeps accurate financial records
- Be part of a team which ensures DEX's financial resources meet our needs now and in the future
- Monitor and report on the financial health of the charity

What are the benefits to you?

You will develop your skills, expand your knowledge and make a significant contribution to improving the lives of children with Down syndrome and their families. You will also meet new people, enjoy new experiences and be part of an energetic and committed board of trustees.

We're looking for someone with

- Experience of charity accounting and good Excel skills
- The ability to collect and present information clearly and logically
- Confidence using IT systems
- Good written and verbal communication skills
- The ability to use own initiative

Time expectation

You can expect to spend around 8 hours a month in this role. More hours may be required at certain times, such as around fundraising events, but support is always available. The Board meets at least 6 times a year for around two and a half hours, with one longer strategy day per year, and 3 topic-based workshops.

How to apply

To find out more about the role, please visit our website at www.downrightexcellent.org/news

To apply, please send your CV and a covering letter to Angela Noonan at noonan.angela@gmail.com.

If you wish to discuss the role, please telephone Angela (DEx finance consultant) on 07941 630 603

Closing date: 14 September 2020. Interviews for suitable candidates will take place as their applications are received, with a final decision taken after the closing date.

DEx is committed to promoting equality and diversity and it is embedded in all we do. Our goal is to build a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.