

## **PCPLD Network**

[www.pcpld.org](http://www.pcpld.org)

**Charity Number 1171355**

PCPLD Network (Palliative Care for People with Learning Disability) is a small UK based Charity (CIO) which promotes the best possible care for people with a Learning Disability at End of Life.

The Network brings together service providers, people with a learning disability and carers, all working for the benefit of individuals with a learning disability who have palliative care needs.

### **Volunteer Treasurer required to join our Board of Trustees**

The Treasurer will:

- Ensure financial viability
- Keep clear, accurate records of PCPLD Network financial transactions
- Manage the bank account and restricted fund accounts in consultation with the rest of the committee
- Manage income from potential different income streams, including grants and donations
- Monitor and report on the financial health of the organisation and give an annual financial report at the AGM
- Attend online meetings - usually every 2-3 months in daytime. Meetings last between 1-2 hours.
- File returns with the Charity Commission and ensure the charity complies with accounting policies and regulations
- Arrange for annual independent examination of the accounts prior to the AGM

## Essential personal criteria

- Good communication skills and experience of team working
- Empathy and understanding
- An ability to be objective, honest, non-judgemental, and able to deal with issues of a confidential nature

## Essential skills

- Financial qualifications and/or bookkeeping experience
- Computer literacy: competent

## Desirable skills/experience

- Financial management expertise
- Understanding of charity finance issues
- An understanding of charity governance

## How to apply

Please provide your CV, along with a covering letter stating why you would like to become involved with PCPLD and two referees to [info@pcpld.org](mailto:info@pcpld.org) marking your email for the attention of Mrs. Sue Marsden (Chair) or Dr. Annie Stewart (Secretary)