



Creative, Reflective, Emotive, Art Therapy for Everyone



CRAFTING FROM THE HEART

****NOW RECRUITING** Volunteer Treasurer**

Location:	Wokingham (remote and in-person options available)
Commitment:	Flexible hours, up to 5 hours per week
About Us:	Create! Crafting from the Heart is a Community Interest Company dedicated to promoting well-being through therapeutic Art Journalling and craft workshops. We offer both virtual and in-person sessions, fostering mindfulness and creative expression. Our mission is to support individuals in their journey toward better mental health and self-discovery.
Role Overview:	We are seeking a dedicated and detail-oriented individual to join our team as a Volunteer Treasurer. This role is ideal for someone with financial expertise who wants to contribute to a meaningful cause by ensuring the financial health and sustainability of our organisation.
Responsibilities:	<ul style="list-style-type: none">• Oversee the financial affairs of the organisation, ensuring compliance with legal and accounting standards.• Maintain accurate financial records and implement effective financial procedures.• Prepare and present financial reports to the team and stakeholders.• Develop and monitor budgets to support organisational goals.• Manage payments, receipts, and financial transactions.• Collaborate with the team to ensure financial stability and support fundraising efforts.• Advise on financial implications of strategic plans and decisions.
Skills & Qualifications:	<ul style="list-style-type: none">• Strong understanding of financial management and accounting principles.• Experience in bookkeeping, budgeting, or financial reporting.• Attention to detail and ability to meet deadlines.• Excellent organisational and communication skills.• Passion for mindfulness, art, and community engagement.• Previous experience as a treasurer or in a similar role is a plus but not required
What We Offer:	<ul style="list-style-type: none">• An opportunity to contribute to a meaningful cause and make a positive impact.• A chance to develop and enhance your financial management skills.• Flexible working hours to suit your schedule.• A supportive and collaborative environment.• Free access to all our workshops and events.• A boost to your CV.
How To Apply:	If you're interested in joining our team, please send your CV and a brief cover letter explaining why you'd like to volunteer with us to: rachelfreegard@create-craftingfromtheheart.com