

This pro forma should be used for all jobs and volunteering opportunities happening in the Bristol area that wish to be publicised on the Together4Bristol website.

This is the ideal, please don't be put off, just do your best and send through what you've got!

Voluntary Treasurer: Zimbabwe Victims' Support Fund



Background

Zimbabwe Victims' Support Fund is a UK-registered charity and relief organisation, founded in 2002, for the support of some of the most vulnerable and disadvantaged people in the Matabeleland region of Zimbabwe. We support people through relief feeding, provision of seed maize (for planting) and sponsorship of specific projects such as a community garden in 2023.

We have an annual income of approximately £70,000 comprised of donations from churches and both regular and one-off individual donations.

The UK Board of Trustees is currently a group of four to five individuals, comprising of a Chair, Secretary, Media & Communications Officer and the (vacant) Treasurer. We are supported by a strong team working on the ground from Bulawayo, Zimbabwe.

More information about the charity and our current team can be found here:

<https://www.zimbabwevictimssupportfund.org/about>

Role

We are looking to fill the position of voluntary treasurer for our Board of Trustees. Working closely with the Trustees and Zimbabwe team, this role will monitor donations into our UK bank account and arrange monthly transfers to Zimbabwe with approval from the Chair.

The ideal candidate would benefit from some experience of finance or finance management, although this is not essential. ZVSF is a Christ-centered Charity and it is a requirement for Trustees to have a sincere acceptance, understanding and practice of the Christian faith.

Time requirement

The role will require a time commitment of an average of 10-15 hours across each month, with more time required in some months than others.

We hold three Trustee meetings per year, averaging two to three hours in length, and currently taking place in February, June and November. Two of these are held remotely via Zoom, with the third in person (currently held in Woking, Surrey). Remote participation in the third Trustee meeting would be possible depending on geographical location. There are occasional, shorter Zoom meetings to consult on urgent matters.

Next steps

If you feel able to contribute to our vital work in Zimbabwe, we would welcome an informal conversation with our Chair of Trustees, Graham Shaw. Please email us to register your interest: zimvsf@gmail.com

Please send all job adverts to: jobs@together4bristol.org.uk

Please send all volunteering opportunities to: volunteers@together4bristol.org.uk