



Wanstead and Woodford Migrant Support is looking for a new Treasurer

Are you someone who enjoys working with numbers and wants to make a real difference in your community? We are a small, friendly UK-based charity seeking a volunteer Treasurer to join our board of trustees.

About Us

We are a small Christian charity based in North East London. We seek to live out Jesus' teaching to "love your neighbour as yourself" through the advice and support that we give to asylum seekers, refugees and other migrants of all backgrounds.

Our mission is to empower migrants so that they can achieve their life goals. WWMS provides specialist immigration advice and is developing its housing and holistic support services. We are about to recruit our second paid member of staff and are establishing active links with local partners.

We are looking for a committed volunteer to join and undertake the role of Treasurer. As a small charity, every contribution matters, and our trustees play a vital role in shaping everything we do.

The Role

As Treasurer, you will help oversee the financial health of the charity. This includes:

- Maintaining an overview of our finances
- Ensuring proper financial records are kept
- Preparing simple financial reports for trustee meetings
- Preparing an annual budget and cash flow forecasts as required
- Supporting the production of annual accounts and liaising with an independent accountant/examiner
- Oversight and administration of financial processes including payroll and Gift Aid claims
- Administration and payment of invoices and expense claims
- Advising fellow trustees on financial matters and the financial status of the charity
- Development of new financial processes as required

What We're Looking For

- Some experience or confidence with basic financial management and financial management tools (e.g. Microsoft Excel)
- Attention to detail and reliability
- Ability to explain financial information clearly to colleagues
- A commitment to our cause
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, or willingness to learn about these
- An ability to work effectively as a member of a team

Formal accounting qualifications are not required—just a willingness to learn and contribute. Appropriate training can be provided.

WWMS is fully committed to equality of opportunity and we welcome applications from all those with a genuine interest in the role. Whilst we particularly encourage interest from those with lived experience similar to those of our beneficiaries, we also recognize the important role that others can play at board level.

Time Commitment

This is a flexible, voluntary role requiring approximately 12 hours per month, including attendance at trustee meetings (usually held quarterly).

Why Join Us?

- The opportunity to create meaningful, lasting change in people's lives
- Gain or develop experience in charity governance and financial management
- Develop leadership skills
- Contribute to the development and expansion of a small local charity

How to apply

- You can find the recruitment pack [here](#). If you wish to discuss the role or the organization informally, please contact Andrew at contact@wwms.org.uk
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- If you are ready to apply, please use the link below to complete the short online application form: <https://forms.office.com/e/aympuXMmWh>
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- The closing deadline is Monday 29 June. Interviews will take place between 8 and 11 July. We will be recruiting again in early 2027, so do feel free to contact us after these dates.
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- All successful applicants will be subject to DBS checks.