



Since 1968

TREASURER (BOARD MEMBER) - voluntary

What are we looking for?

A warm hearted and engaged team player with the ambition to make a difference for the underprivileged people in Singapore. The treasurer manages the finances of the NCA and is also part of the board.

An organized, independent team-worker who is capable of handling figures and cash. As treasurer you have an orderly mind and a methodical way of thinking. Experience in dealing with (large) sums of money and budgets as well as experience in financial control and budgeting is preferred.

Job Description

The treasurer is appointed at the annual meeting and tasked with keeping the finances healthy, so the organization can achieve its mission. In practice he/she is keeping track of all income and expenditures, is drafting the yearly financial report and will be taking care of (Paypal) payments and bank contacts. Besides the treasurer tasks you will maintain the relationship with one of the charities that NCA supports.

The board meets one morning every two weeks. You would spend approximately another 4-8 hours a week, planned at your convenience.

Responsibilities

- Receiving and making payments for the NCA
- Maintaining good documentation and filing of financial information
- Handling bank affairs (deposits, QR codes, cheques etc)
- Collecting money from shops that sell NCA merchandise
- Producing regular financial reports and annual statements
- Registration of members and sponsors
- Sending annual invoices to members and sponsors

Additional tasks

- Maintaining the relationship with your appointed charity
- Volunteering where necessary at NCA events or events where NCA has a presence.

About the NCA

Netherlands Charity Association, NCA, is an independent and non-profit organization established in 1968, that offers support with helping hands and by raising funds for carefully selected charities and projects in Singapore.

Our mission is to give back to Singapore by supporting the people who are less privileged and fall between the cracks of society. With our foundations in the expat community, we bridge the gap between the expat community and the less privileged in Singapore.

www.nca.org.sg

Interested?

Please send an email to info@nca.org.sg