

WINFARTHING  
**ANGLO-SAXON**  
PROJECT



### **Voluntary Treasurer Role Requirements**

**Purpose of role:** Oversee the financial affairs of the Winfarthing Anglo-Saxon Project to ensure they are legal, constitutional and within accepted accounting practice. Ensure proper records are kept and that effective financial procedures are in place. Monitor and report on the financial health of the organisation.

**What you will get out of the role:** The satisfaction of keeping things organised and helping the Charity to reach our ambitious goals by overseeing the finances of the Charity.

**Background:** The Winfarthing Anglo-Saxon Project (WASP) is a small registered charity (no. 1209427) formed in the small South Norfolk village of Winfarthing in 2024. The group formed after a spectacular archaeological discovery was made in the village; the grave of a high-status Anglo-Saxon woman dating from 650ad which contained spectacular jewellery. Further excavations led by Time Team discovered additional graves indicating a cemetery. WASP has formed to raise awareness and deepen a sense of local connection to this recently discovered history and ultimately provide a visitor centre in St Mary's Church, Winfarthing.

**You can find out more about us on our website:** [www.winfarthing-anglosaxon.org/](http://www.winfarthing-anglosaxon.org/)

#### **Activities involved in the role:**

**Record Keeping** – Ensure proper records of income, expenditure, and assets are maintained.

**Banking & Payments** – Authorise payments, manage bank accounts, petty cash / float and ensure appropriate financial controls are in place.

**Reporting** – Ensure regular, clear financial reports are presented to the committee in an understandable format.

**Compliance** – Oversee compliance with charity law, financial regulations, and reporting requirements (e.g., Charity Commission, HMRC).

**Support Fundraising** – Contribute to the fundraising strategy. Provide financial input to funding applications and grant reports.

**Budgeting & Planning** – Lead on annual budget preparation and advise trustees and committee on financial strategy.

## **Person Specification**

Good organisational skills.

Excellent numerical skills and attention to detail.

Understanding of charity finance and reporting requirements (or willingness to learn).

Ability to explain financial information clearly to non-financial colleagues.

Commitment to the charity's aims and values.

Experience in finance, accounting, or bookkeeping (formal qualifications helpful but not essential).

Willingness to speak their mind and to advise committee on financial issues as they arise.

Some experience of charity finance, fundraising would be desirable.

**Supervision and support:** You will work directly with the Chair and Secretary who will assign tasks and support their delivery. A laptop with Microsoft office, word and excel is provided for WASP use.

**Payment of expenses:** Any out of pocket expenses such as postage, telephone costs or office materials should be claimed on the appropriate form, providing receipts (except where agreed in advance) in accordance with the financial policy.

## **Time Commitment**

Committee meetings: typically 10 per year or as required. You would not be expected to attend every meeting.

Additional time for reviewing accounts, preparing reports, and liaising with staff/volunteers.

**Equality and diversity:** We welcome applications from volunteers from all backgrounds and circumstances.

**Contact details:** If you have the skills, drive and passion to fulfil this role successfully then please contact [wasp650ad@gmail.com](mailto:wasp650ad@gmail.com) providing your details. If you wish to discuss this further please do not hesitate to contact us through the above email address.

Registered Charity Number: 1209427

January 2026.