We have a vacancy for an Accounts Manager and we are looking for someone who feels they can take on this role. This is a voluntary position, reporting to the Company Secretary, in the short-term. Responsibilities of the Manager can include:

* setting up financial controls including banking systems.
* preparing financial returns for the Board , and any financial information requested by the board.
* making VAT and any other financial returns required.
* paying bills, keeping the books and preparing Annual Accounts using a Sage program.
* maintaining good working relations with the Company’s audit inspectors and bankers.
* forecasting the financial development of the Company.

Assisting the increasing of funding through grants and donations.

If you would like to help us or have questions, please contact the Company Secretary at george@whitecsl.demon.co.uk or 11, Paxton Walk, Rogerstone, Newport NP10 0AT