



WICKHAM COMMUNITY LAND TRUST

VOLUNTEER OPERATIONS AND FINANCE ASSISTANT

Interested in joining the management of a successful affordable housing project in Wickham?

Do you have some experience of basic financial and/or administrative record keeping?

Willing to spare roughly a day a week – worked flexibly to suit your needs?

BACKGROUND

Wickham Community Land Trust was first established in 2004 in response to growing concerns about the unaffordability of homes in the village for local families. The Trust currently has eight homes that will remain available for local people in housing need in perpetuity. The Trust is run by local volunteer Trustees who do most of the day to day running of the charity. We plan to purchase additional affordable homes for local people and are looking for an enthusiastic volunteer to take on some of the expanding administrative and financial tasks.

THE ROLE

Under the guidance of a Trustee, the role includes maintenance of financial records, administration of new lettings, organising resident meetings, updating handbooks preparing returns to, for example, the Charity Commission and report writing.

TIME, SKILLS AND EXPERIENCE REQUIRED

We are looking for someone whose skills and background in whole or in part suit this role: appropriate training will be provided. We estimate an average of a day per week will be required, with more at “busy” times (for example when we are letting a property).

If you are interested please email geoff@wickhamclt.org.uk for more information and a short application form.