



Pagan Federation District Treasurer

Volunteer Role Description

About the Pagan Federation:

Founded in 1971 the PF seeks to support all Pagans to ensure they have the same rights as followers of other beliefs and religions. It aims to promote a positive profile for Pagans and Paganism and to provide information on Pagan beliefs to the media, official bodies and the greater community.

About the Districts:

In order to carry out the work of PF on a local level, PF is split into 9 districts. North East, North West, Mid West and Wales, Midlands, East Anglia, South West, South and Central, South East and London. These districts are then broken down further into regions; these are often, but not always, the counties. In some cases these regions are broken down further into local areas, often, but not always, cities and their surrounding areas.

About the role:

Your role is to support the District Manager by maintaining the finances of the district in good order. You will be expected to keep accurate logs of income and expenditure as well as report to the Treasurer for central PF as and when required. Your line manager is the District Manager or their deputy in the case of the Manager's absence.

You must be a Pagan Federation member of good standing to apply for this role.

Key skills:

- A solid understanding of book-keeping and related paperwork requirements
- A listening ear
- An enquiring and creative mind
- A solid work ethic
- Able to communicate effectively
- Able to do simple administration
- IT Literate
- Willing to learn

Key areas of responsibility:

Role specific:

- To maintain accurate financial records for the district including income and expenditure and appropriate paperwork as needed
- To pay expenses due from district as and when required
- To report the financial status of the district to the District Manager as and when required
- To report the financial status of the district to the Treasurer for central PF as and when required.

General:

- Must be self-declared (or otherwise) as Pagan
- Must be a member of the PF, in good standing, and remain a member in order to hold this role
- Will conduct yourself in a professional manner at all times
- Will adhere to the PF Code of Conduct, policies and procedures
- Will take care of yourself and ask for help from the relevant people as and when needed
- Will act appropriately as a Pagan Federation Officer and not bring the organization into disrepute.
- You will use PF email for communicating official business and check your inbox at least weekly

Location and travel requirements:

This is a role you can work from home with a laptop or computer, phone line and internet connection. There are no travel requirements other than attending district meetings.

Benefits:

This is a volunteer role so doesn't carry a salary, holiday entitlement or a pension. You can claim back reasonable expenses for travel etc upon approval from your line manager. The benefits lie more in personal satisfaction, gaining knowledge and experience and in knowing that you are helping the PF to further their aims and objectives.