



Grange Hill East Neighbourhood Group

Position: Financial Coordinator/Leadership Team

Organization/Program Name

Grange Hill East Neighbourhood Group

Impact Statement

The Grange Hill East Neighbourhood Group (GHENG) seeks a community-minded leader with some experience in business, accounting, or budgeting to help oversee our finances. This essential role helps all operations run smoothly. Your support will serve to increase community access to our resources, events and programs.

Our Neighbourhood Group offers programs, organizes events, welcome residents, and provides a range of supports that reflect the interests and needs the community. As a member of the Guelph Neighbourhood Support Coalition, we share the vision of working toward a healthy, safe community where everyone feels at home.

More information can be found at www.gheng.ca and www.guelphneighbourhoods.org

Contact

- Bronwen Buck, Neighbourhood Support Worker, Grange Hill E. Neighbourhood Group
- info@gheng.ca
- 519-820-9576 (call/text)

Duties

Accountabilities

- Keep up-to-date books and printed records for the Neighbourhood Group
- Update, with assistance, a set of Treasury Procedures
- Present a financial report, at minimum, every other month at Leadership Team meetings.
- Act as a co-signee of all outgoing cheques; help ensure prompt fund reimbursement
- Work with the Chair/Co-Chair and other interested Leadership Team Members in applying for the Guelph Neighbourhood Support Coalition annual allocation.
- Work with Leadership Team members and committees to set yearly budgets.
- Maintain petty cash
- Deposit any revenue into the GHENG account within 10 business days, or as appropriate.
- Submit yearly financial records to the office for storage

Skills

- Experience/interest in accounting, business or finance
- Ability to protect and respect confidential information
- Willingness to develop and maintain a team atmosphere; interacts with people effectively

Commitment

- Actively participate in Leadership Team meetings. Typically, 1-2 hours per month.
- Ensure any foreseeable budget reports, concerns or questions are conveyed and addressed prior to the meeting (if attendance is not possible)
- Willingness to devote an approximately 7 hours per month to the Neighbourhood Group above and beyond team meetings.
- Fulfill a two-year term, which may be renewed (pending approval)

Benefits

- Increase book-keeping, budgeting and financial skills with the support of a co-Treasurer
- Support community members in-need by helping to apply subsidized access to programs
- Connect with like-minded volunteers and Leadership Team members interested in collaborating to create a vibrant community
- Apply and enhance leadership skills by working with a team
- Participate in, or lead, events and outreach initiatives (optional)

Clients

- Co-treasurer (will support the Financial Coordinator)
- Grange Hill E. Leadership Team members
- Neighbourhood Group's staffed positions (Neighbourhood Support Worker, Programmers)
- Possibility of working with the community at large, should the Treasurer opt to help with additional events.

Who is the position most suitable for:

- Adults 18+
- Seniors
- Persons with limited mobility
- Newcomers/English as a second language

Other / General Notes

Must have access to own computer and internet connection.

Dates/Times Volunteer Must Help Out

See section on commitment

Some meeting times have been reduced and location have changed to online venues due to the pandemic.

Accessibility (e.g. fully accessible, partially accessible etc.)

Fully accessible; much of the work can be done from home

Training

- Orientation and training will be provided by outgoing Treasurer

Application Deadline

- The position will be advertised until filled

Police Check (required, unknown, not required)

- Police check required

Liability Insurance

- Covered by Guelph Neighbourhood Support Coalition

Other Notes:

Volunteer must have access to computer/internet with access to word applications and google drive (a Gmail address). Due to our wish to prevent the spread of COVID-19, applicant must also have the ability to participate in online meetings via phone or computer.

How to Apply:

Please email info@gheng.ca with “Financial Coordinator” in the subject line to request an application.