



Felines 1st Our vision and aims

Our vision is to work towards a society where no cat is left alone or vulnerable and all cats are treated with compassion, kindness and care. Felines 1st is striving for no cat in the Surrey/Sussex area to be left behind, forgotten or abandoned when in need.

Our aims are to ensure the welfare of cats, this is achieved by:

- Rescuing cats that are in need, alone or vulnerable
- Reuniting cats with their owners
- Rehoming cats that have been rescued or are no longer wanted
- Trapping, neutering and releasing of feral cats
- Promoting wider education of cat welfare within the Surrey/Sussex area
- Promoting the neutering of cats

Volunteer Treasurer

Do you love cats, enjoy meeting people and being part of a team? Felines 1st relies solely on donations from generous supporters. Our volunteer treasurer will oversee our bookkeeper and help maintain the financial records, ensuring we have accurate records for the charity commission. Our treasurer will help us make decisions to ensure these funds are spent in the most effective way.

What you will do:

- Prepare budgets and ensure accurate financial records are kept.
- Ensure invoices and volunteer expenses are paid.
- Notify committee and trustees of financial position.
- Manage and monitor donations made to the charity.
- Help ensure best value for money for products purchased.
- Help with the planning of projects, giving financial advice.
- Follow internal financial procedures and charity commission and HMRC procedures.
- Produce end of year accounts for external accountants to audit the accounts.
- Provide oversight to Felines 1st volunteer bookkeeper to ensure good accounting practice is followed.

You will need to have:

- Experience or knowledge of accounting and/or bookkeeping.
- The ability to collect and present information clearly and logically.
- Willingness to be part of a team and have good written verbal and IT skills.
- The ability to use own initiative and keep up to date with regulations.

All our volunteers have the full support of our trustees and committee. To ensure our volunteers are happy and confident in their roles, we give full training, and provide continuous support and guidance.

What are the benefits all round? You will develop new skills, expand your knowledge, make new friends, become part of a dedicated group of volunteers and make a great and vital contribution to changing the lives of homeless and vulnerable cats.