



Could you help us run Abbeyfield House, Sanderstead?

The Abbeyfield Society offers sheltered accommodation to active elderly people who no longer wish to live alone. The Sanderstead Abbeyfield House accommodates up to 9 residents

Making sure it all runs smoothly is the job of the voluntary Trustees, who look after the finances, maintenance of the building and grounds and strategic planning.

The workload on the Trustees (who are also Directors) has increased recently, and we are looking for more volunteers. Specifically, we would like to find:

Treasurer. Accountancy qualifications are not essential, but a working knowledge of accounting systems and the ability to produce accounts up to audit level is required. Our Administrator helps with the day to day matters, paying invoices etc. Indemnity insurance is in place for this role and that of the Secretary.

Secretary. We have a Minute Secretary who handles the minutes of the Trustees Meetings, and this role is more concerned with the legal aspects, including the returns required by our regulatory bodies. The Administrator will help with this job, which could be combined with the Treasurer if preferred.

Marketing Manager. The role here is to get the Abbeyfield Sanderstead name in front of people who may be looking for the type of accommodation we offer, using all available media.

While experience in these fields would be useful, above all what we are looking for is people who are enthusiastic and prepared to help out with whatever is required to keep the House running smoothly.

If you would like any more details please contact us by e-mail to aflds@tiscali.co.uk.