

# Treasurer - Role Description



Might you be the next Treasurer to join our fantastic board of Trustees?

We are looking for someone to enable the Board's financial oversight and to help achieve the financial aims of the organisation.

Support will be provided, and the outgoing Treasurer is available for handover and questions.

## The responsibilities include:

- Attending and participating in board meetings.
- Ensuring that proper financial records and procedures are maintained.
- Overseeing, approving and presenting budgets, accounts and financial statements.
- Being assured that the financial resources of the organisation meet its present and future needs.
- Ensuring that the organisation maintains an appropriate reserves policy.
- Answering Board questions on financial reports.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with staff about finances.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring the organisation's compliance with financial legislation.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies i.e. OSCR, Companies House.
- Ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
- Keeping the Board informed about its financial duties and responsibilities.
- Contributing to the income generation strategy.
- Delivering a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.

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### Meetings and Commitments:

Board meetings are two hours long and take place approximately every six weeks, with a summer break. Meetings are held in a convenient city centre location in Edinburgh, with remote attendance also available.

The expected time commitment includes approximately 30 minutes before each board meeting to review papers, around 3 hours annually for the preparation and approval of the annual accounts, 2 hours for the AGM, and occasional meetings with staff or working groups.

### Knowledge, Skills and Experience Needed:

A background in financial management is expected. The ability to confidently approve and monitor a multi-income streamed organisational budget is essential.

Previous experience in a senior leadership role and/or on a Board of Trustees or equivalent would be advantageous but is not necessary as training and support is offered as part of the role.

You must be eligible to serve as a Charity Trustee \*

- \* You cannot serve as a charity trustee if you are disqualified under the Charities Act. This includes having been removed as a charity trustee or company director because of wrongdoing, are an undischarged bankrupt or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors, have an unspent conviction for an offence involving dishonesty or deception, such as fraud.