**Craigmillar Literacy Trust**

**Treasurer**

1. **Introduction**

Craigmillar Literacy Trust (CLT) has a skilled and enthusiastic Board which seeks to ensure that the CLT achieves its vision that every person is empowered through literacy in the community of Craigmillar. It now seeking a trustee who can take on the role of Treasurer.

1. **Role summary**

It is the Treasurer’s responsibility to monitor the financial affairs of the charity and to report to the other Trustees accordingly about the financial health of the organisation in line with charity and legal requirements. The Treasurer is a member of the Board and therefore also contributes to the governance of the organisation.

It is essential for the Treasurer to have a sound knowledge and understanding of financial management through professional or other experience. Previous experience as Treasurer for a charity is not as essential although desirable. The Treasurer is expected to have an understanding and commitment to the work of Craigmillar Literacy Trust (CLT).

CLT has a lead staff member who has responsibility for management of day-to-day finances. This post is assisted by a freelance Bookkeeper to ensure regular and accurate bank reconciliations take place. The manager maintains a record keeping system and ensures that all bills are paid and that all income due is received. Staff prepare management accounts, compare actual income and expenditure against budget. The Treasurer shows the variance and ensures draft annual accounts are prepared for submission to the independent examiner.

**Overall Responsibilities of the Treasurer**

1. To oversee the financial affairs of CLT and ensure they are legal, constitutional and within accepted financial practice.

2. To ensure proper records are kept and that effective financial procedures are in place.

3. To monitor and report the financial health of the organisation.

4. To provide advice and oversee the production of necessary financial reports/returns, accounts and independent examinations.

5. Monthly/bimonthly - as agreed - meetings with manager on finance matters. Board meetings usually six times a year.

6. Presentation of Annual Accounts at the CLT Annual General Meeting (AGM).

**Specifically**

1. To liaise with relevant staff to ensure the financial viability of Craigmillar Literacy Trust.

2. To make fellow Trustees aware of the financial obligations and take a lead in interpreting financial data to them.

3. To regularly report the financial position at Board meetings.

4. To support the manager to oversee the production of an annual budget before the beginning of the new financial year and propose its adoption at the last Trustees meeting of the financial year.

5. To support the manager to prepare budgets for specific projects and for fundraising.

6. To support manager with any issues relating to payroll, NI or PAYE and pensions.

7. To ensure that proper records are kept, and that financial procedures and controls are in place.

8. To appraise the financial viability of plans, proposals and feasibility studies.

9. To lead on identifying financial risks and recommending appropriate action.

10. To ensure the financial resources of Craigmillar Literacy Trust meet its present and future needs within a sound financial framework.

11. To present the annual accounts/independent examination to the Annual General Meeting.

12. Act as a bank signatory.

13. Ensure that the Board of Trustees is fully aware of all issues relating to employing staff or engaging freelancers.

14. Ensure that appropriate insurances are maintained.

15. Have a view of sources of funding and cashflow for the next three years.

16. Ensure that the annual return is made to OSCR (at latest by 9 months after the end of the financial year).

17. Ensure that the organisation has an auditor or independent examiner appropriate to its turnover, constitution and funder requirements.

18. If the organisation receives a management letter ensure that its contents are noted by the trustees and appropriate action is taken.

19. The organisation have up to date financial policies – such as financial controls, reserves policy etc. and these should be reviewed annually.

**Person specification for Treasurer**

**Please note that anyone who is offered the role of Treasurer will be expected to provide references and evidence of knowledge and experience and to undertake a Disclosure Scotland check.**

**Qualifications and Knowledge:**

* Knowledge and experience of financial management
* Either CIMA/CIPFA/ACCA/ACA Qualified Accountant, or voluntary sector finance experience
* Some knowledge of charity finance

**Skills:**

* Able to analyse proposals and examine their financial consequences
* Preparedness to make unpopular recommendations to the Trustees
* Willingness to be available to project staff for advice and enquiries on an ad hoc basis
* Ability to think creatively
* Ability to communicate clearly
* Excel Bookkeeping systems

**Experience:**

* Finalising management accounts
* Financial Management and Budgets
* Making Financial Decisions
* Financial experience at a senior level
* Previous experience of working in the voluntary sector environment
* Experience of charity finance.