



## **Role Profile & Person Specification for Treasurer of the Board of Trustees**

### **Background / context**

In accordance with the Scottish Council for Voluntary Organisation's guidelines, our trustees are there to lead, control and supervise our activities as an organisation. All of our trustees are expected to act in the best interests of the organisation and its beneficiaries at all times, following requirements of law and regulation. To enable us to meet our aims, our trustees should collectively perform the following functions:

- Set and maintain the vision, mission and values of the organisation
- Develop direction, strategy and planning
- Ensure the organisation has the structure and resources for its work
- Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff
- Establish systems for reporting and monitoring
- Manage risk and ensure compliance and accountability with the governing document, external regulators and the law
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

### **Specific accountabilities for the role of Treasurer**

Participation in board meetings and communication with the Charity CEO and other board members between meetings as required to ensure due diligence in financial management and decision making:

- 4 x trustee meetings each year, plus the Annual General Meeting
- Completion of agreed actions arising from Board meetings
- Contribute to the development of an ethical culture in line with the values of the organisation.

#### Strategic oversight:

- Contributing to the development, and oversight of, organisational strategy
- Representing financial considerations in board sessions to develop and review strategic and business plans
- Trustee ownership for organisational Risk profile.

#### Operational oversight:

- Contributing to the legal and regulatory requirements and annual financial reporting of the organisation
- Promoting good governance and financial planning
- Controlling and accounting for the organisation's finances
- Ensuring receipts are issued for cash received and records are kept of cash paid out, and being a counter signatory to any significant banking transactions
- Overseeing bookkeeping
- Presenting financial reports, raising issues and answering questions at regular board meetings and the AGM
- Along with the Charity CEO, liaising with the auditors or financial examiners for the annual review of accounts, and to ensure statutory returns are made to the relevant regulators.
- Working with the chair of the board of trustees, bookkeeper and Charity CEO to ensure clarity of financial planning and reporting, including budgets, forecasts and accurate financial documentation.

#### Acting as a figurehead or spokesperson where required:

- Attending meetings in the absence of the Charity CEO and Chair
- Developing a network of contacts and maintaining effective partnerships with other organisations, together with the charity CEO and Chair.

#### **Person Specification**

- Commitment to the values of Dignity Boxes
- Previous experience of being a Treasurer, or knowledge of what the Treasurer role entails gained from working with / in at least one other organisation
- Sound knowledge of financial reporting and governance oversight essential
- Experience of sourcing funding preferable but not essential
- Good network of contacts in Edinburgh, the Lothians and beyond
- Knowledge of the charity sector preferable
- Strategic thinker
- Accountancy background
- Approachable nature with strong ethical values and inspiring leadership.