A close up of a logo

Description automatically generated**Peace & Justice Trustee:**

**Treasurer application pack**

The Edinburgh Peace & Justice Centre was established in 1980 and is registered as a Scottish Charity. In 2021 we became Peace & Justice (Scotland). Our mission is building a culture of peace in Scotland.

***The Trustees***

As our Treasurer you will be a member of our Board of Trustees.

Our Constitution provides for Trustees to formally control the activities of the organisation and ensure we act in accordance with our purposes and the wishes of our members. Further background information on Peace & Justice and our activities can be found at [www.peaceandjustice.org.uk](http://www.peaceandjustice.org.uk).

We currently have five trustees.

We aim for a diverse group of trustees and especially welcome those who experience challenges in their lives which they can bring to widen our perspective, people of all genders and people of colour.

**Trustees are responsible for developing and approving the strategic framework within which day-to-day tasks are carried out by staff and volunteers, and for guiding long-term planning. We are guardians of the P&J Vision, Mission and Aims.**

Trustees’ key **responsibilities** fall into the following areas:

* Strategy and objectives
* Culture and values
* Financial accountability
* Staff support and governance
* HR and Recruitment
* Succession planning

***Why Be a Trustee?***

Trustees learn about how a social justice organisation runs and gain skills in leadership, problem-solving and innovation, strategic judgement and effective communication.

Serving as a Trustee is an opportunity to learn about the governance of a not-for-profit organisation in a supportive environment, learning from experienced Trustees and staff and the fresh perspective of newer Members alike. It can also be a chance for experienced people to share skills and experience for the benefit of an organisation whose mission fits with their own values.

To flourish as a Trustee, you must be committed, passionate, flexible!

***What Skills and Experience Do I Need to be the P&J Treasurer?***

The Treasurer’s role includes:

* Oversight of accounts and financial risk management
* Supporting the Coordinator in preparation of programme and organisational budgets as needed
* Supporting the finance officer to do her job in managing accounts in Quickbooks, paying invoices, salaries and pensions and claiming gift aid
* Financial reporting to fellow-trustees at bi-monthly meeting
* Assisting the auditor in producing an annual report for OSCR
* Reporting on the organisation’s finances annually at our AGM

Experience of book-keeping is essential. We use Quickbooks online financial accounting system, so familiarity with this program would be an advantage – but training can be given.

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| ***Responsibility*** | ***Key Components*** |
| Legal responsibility for the organisation | * Annual reporting to the Office of Scottish Charity Regulator (OSCR). * Respecting the confidentiality of decisions. |
| Monitoring and controlling finances | * Reviewing accounts and high-level financial decisions. * Ensuring that any contract entered into complies with funding agreements and / or strategic plans. |
| Taking part in regular meetings | * Participating in Trustee meetings, keeping in mind preparation, punctuality and due process * Participating in Annual and some Working Group Meetings. * Reporting on the finances to Trustee meetings and to the AGM |
| Strategic planning | * Engaging in occasional consultations and away days with staff and other Trustees and membership in order to develop long term strategy and plans which maintain our vision and mission. |
| Staff oversight | * Supporting the Finance Officer * Overseeing and taking part in recruitment of staff (Trustees) * Ensuring staff fulfilment of responsibilities (Trustees) (this does not include day to day staff coordination) |
| Maintaining the Trustees | * Trustees are collectively responsible for organising the AGM and any Special General Meetings and co-opting additional Trustees when necessary. |

***Who can Apply?***

Anyone who supports the [P&J Vision and Mission](https://peaceandjustice.org.uk/our-mission/) is invited to apply. No need to have a history with us – we simply seek a combination of skills and experience, and welcome applicants with specialised skills as well as those interested to learn.

***What is the Time Commitment?***

As a voluntary Trustee, you will make some clear time commitments:

* All Trustees are expected to attend Trustee meetings – 2 hours, bi-monthly
* The Treasurer role itself requires about 1 hour per week on average
* Each Trustee usually participates in a Working Group such as Fundraising or for one of our projects, meeting more frequently, but this is not essential for the Treasurer

***How Do I Apply?***

Interested? Great! Please download and complete the application form to give Members an idea about why you’d like to be a Trustee - and the skills and experience you’d bring to the mix.

Please email it with a copy of your CV to Brian Larkin, Peace & Justice Coordinator at [Coordinator@peaceandjustice.org.uk](mailto:Coordinator@peaceandjustice.org.uk). Use Subject “Treasurer application YOUR NAME”.

Paper versions of the application form are available on request.

***What Happens Next?***

Trustees will review applications and you will be invited to a meeting to allow you an opportunity to meet the current Board and discuss the role. Alternatively, an informal discussion with an existing trustee can be arranged. Appointed Trustees’ term of office starts immediately after co-option and lasts until the next AGM.

There will be an induction process to help you learn the ropes.

Please email Brian Larkin, Centre Coordinator [Coordinator@peaceandjustice.org.uk](mailto:Coordinator@peaceandjustice.org.uk)!

***Any questions?***

Judy Russell, Jan Benvie, David Somervell, Heather Kiernan, Moira Taylor-Wintersgill, Trustees

November 2021

**P&J Trustee Treasurer Application Form**

Please DOWNLOAD, complete OFFLINE, SAVE as “YOUR NAME” and email - with copy of your CV to coordinator@peaceandjustice.org.uk with Subject: Treasurer Application

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| **First Name:** | **Last Name:** |
| **Email:** | **Phone:** |
| **Describe your involvement with P&J / experience in other such organisations?** | |
| **Please say in one sentence why you are applying as a P&J Treasurer and Trustee?** | |

**Please let us know what financial experience you have that will be useful as P&J Treasurer.** Refer to the job specifications in the application pack when talking about your experience.

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| **Skill** | **Relevant Experience** |
| Knowledge of book-keeping |  |
| Oversight of accounts |  |
| Working with organisational budgets |  |
| Financial reporting |  |
| Paying salaries and pensions |  |
| Claiming gift aid |  |
| Training staff |  |
| Other relevant experience |  |

**We seek diverse Trustees so welcome applications from all backgrounds and experiences**