

WE ARE RECRUITING FOR A

# VOLUNTEER TREASURER



## BEING A PCC(S) BOARD DIRECTOR

We are looking for enthusiastic volunteers to drive forward our post-covid recovery and expand our practical and emotional support to families.

As a Director you'll have the opportunity to use your skills in a leadership role to make a genuine difference to the lives of others.

### Our Board of Directors are responsible for:

- **Setting strategic direction.**
- **Providing leadership to staff and volunteers.**
- **Ensuring effective governance, including financial and risk management, and compliance with relevant legislation and good practice.**

Although desired, no previous experience of being a Board Member or experience of the charity sector is required.

You will be inducted into your role by the existing Directors.

**Find out more about being in a board of directors at:**

[scvo.scot/support/running-your-organisation/governance/roles-responsibilities](https://scvo.scot/support/running-your-organisation/governance/roles-responsibilities)

## ABOUT THE CHARITY

**Pregnancy Counselling Care (Scotland) (PCCS) is an Edinburgh based charity that offers material aid and counselling support to families in need struggling with pregnancy or early parenthood.**

Charity Registration SC026943

Visit: [counsellingandcare.co.uk](https://counsellingandcare.co.uk)

## WE ARE LOOKING FOR SOMEONE WHO:

- Has an understanding of accounts and financial risk management.
- Is committed to our work and is open and empathetic to the experiences of those who access our services.
- Will input into the development of the charity's policies and procedures.
- Will monitor the financial administration of the charity through at least quarterly meetings with senior staff.
- Will report to the Board on financial matters.
- Will support staff with effective financial management.
- Will act as a signatory for bank matters including authorising payments.
- Will present the annual accounts at the Annual General Meeting.
- Can attend Board Meetings every 6 weeks (held online via Zoom).

# HOW TO APPLY

To apply or have an informal chat about the role please contact our Operations Manager Taimi by emailing:

**[Taimi.Venho@counsellingandcare.co.uk](mailto:Taimi.Venho@counsellingandcare.co.uk)**

Please apply by **Monday 18th July, 2022** including your CV and a cover letter telling us why you are interested in the role.