



# Cyrenians

TREASURER RECRUITMENT PACK



## ABOUT CYRENIANS

At Cyrenians we tackle the causes and consequences of homelessness.

There are many routes into homelessness, and there is no 'one size fits all' approach to supporting people towards more positive and stable futures.

That's why all our work is values-led and relationships-based. We meet people where they are, and support them towards where they want to be. Our 200 staff do this through providing 60+ services and enterprises across Falkirk, West Lothian, Edinburgh and Midlothian.

**Our values:** Compassion, innovation, integrity and respect guide everything that we do.

**Our vision:** An inclusive society where all have the opportunity to live valued, fulfilling lives.

**Our mission:** To support people excluded from family, home, work, and community.

Learn out more about [our work here](#), and our [current trustees here](#).

## WHAT IS A CYRENIANS TRUSTEE?

A Board of Trustees is the group of individuals responsible for a charity's governance and strategy. They ensure it's administered effectively, and account for its activities and outcomes.

As with many charities, our trustees are volunteers, so they're not paid for their time, but are reimbursed for any expenses, such as travel to meetings or events.

More simply, this means that they ensure that we:

- Look after our people
- Manage our finances well
- Operate legally and effectively
- Have a clear strategy



## WHY SHOULD I BECOME A CYRENIANS TRUSTEE?

Being a volunteer trustee brings lots of opportunities, and there are many reasons why people take on the role...

### Making a difference

If you're passionate about making a difference then this could be the role for you!

Our trustees use their skills, knowledge and experience in supporting our work and achieving our goals. Their conversations, decisions and actions will **build positive change** – with us, the individuals and families we support, our partner organisations, and wider society.

### Learning

Being a trustee brings lots of opportunities to learn and develop your skills. If you're already experienced in some or all of these areas, we'll encourage you use them to good effect, leading by example and sharing your expertise.

You'll learn and develop your skills and knowledge of:

**Cyrenians...** you'll learn what makes us tick, and how our work makes a difference.

**Leadership...** you'll experience different leadership styles, and hone your own skills further.

**Governance...** you'll learn more about compliance, legislation, regulation and reputation.

**Strategy...** you'll explore data, evidence, forecasting, stories and creativity.

**Yourself...** you'll participate in respectful debate, critical thinking and values-led decisions.

### Connecting

You won't believe the diversity of people you'll connect with! Being a Cyrenians trustee opens doors to meeting an incredible range of people, including other strategic leaders, and our own people and services. You'll connect, share, learn and build your own network – and maybe even sample our famous Arnotdale biscuits!

## WHAT SUPPORT WILL I RECEIVE?

We are committed to supporting all of our people to learn, develop and achieve their aims. This includes our trustees, so we will provide you with:

**Training** opportunities in areas of interest.

**Support** from our other trustees.

**Visits** with our people and sites to understand our work.

**Access** to our People learning programme.

**Opportunities** to lead on Board activities.



## WHAT WOULD BE EXPECTED OF ME?

### Your duties

Share your skills and expertise

Commit to our values

Contribute to our governance

Challenge our thinking

Promote our work positively

Lead committees / short life working groups

### Your time commitment

All trustees, including our Treasurer:

Attend eight trustees' evening meetings per year (option for online or in-person).

Participate in annual Trustee Strategy Day (usually May)

Participate in annual Trustee and Cyrenians Leadership Team conference (usually November)

Represent Cyrenians at occasional meetings and events.

Commit to being Treasurer for an initial three years.

The Treasurer also attends two sub-committees. The Finance committee meets before each board meeting, and the Remuneration committee meets twice per year.

## ROLE PROFILE

### WHAT WOULD MY RESPONSIBILITIES BE?

Our Treasurer has a lead role within our Board of Trustees to:

- Ensure Cyrenians keep proper accounts and monitor our financial performance.
- Ensure Cyrenians have robust and effective financial controls and policies.
- Report to the Board in compliance with governing documents.
- Ensure the Board is informed of its financial duties and responsibilities including onboarding for new Trustees on understanding our finances.
- Act as Board-level liaison with our external auditor.
- Support our Director of Corporate Services in developing finance strategy, reserves and investment policies and other finance or risk policies as appropriate.
- Ensure statutory returns are made to relevant regulators.
- Act as counter-signatory on cheques and applications to funders where necessary.
- Chair the Finance committee and report back to trustees.
- Advise on potential financial and risk implications of Cyrenians' strategic plan.
- Ensure financial probity and that all resources are focussed on achieving the aims and objectives of the Charity to achieve maximum impact for its beneficiaries.





## WHAT SKILLS AND EXPERIENCE DO I NEED?

### Experience

- Experience of operating at a strategic leadership level, including:
  - strategic financial planning
  - monitoring and oversight in complex organisations
- Experience of governance
- Experience in working with – or being part of – a board of trustees or non-executive directors

### Skills and knowledge

- Qualified in accountancy or financial management
- Financial and commercial acumen
- Critical thinking and analysis
- Risk management and planning
- Understands the legal duties, responsibilities and liabilities of trusteeship
- Work as part of a team to reach sound and fair decisions

## WHAT NEXT?

We'd love to hear from people who...

**Share** our values

**Care** about our work

**Wish** to contribute to achieving our vision.

1. Complete and send a **covering letter and CV** to [recruitment@cyrenians.scot](mailto:recruitment@cyrenians.scot) by 9am on Tuesday 9 May. We'll also accept short videos, or voice notes if you find this more accessible.
2. If we think we're a good match then we'll invite you to an interview in May. We'll share our questions and tell you what to expect in advance.
3. We'll let you know if you've been successful, and our onboarding process will begin.

## AND FINALLY...

You'll learn more about Cyrenians and becoming a trustee here:

[Cyrenians website](#) | [Cyrenians five-year strategic plan](#) | [Role of the trustee](#)

**Thank you** for your interest in Cyrenians.

**We look forward** to hearing from you.

**If you'd like** any more information or support with applying to join us [please let us know](#).

