



Samaritans of Edinburgh and the Lothians SCIO (SC046704)

Treasurer Vacancy

About Us

Samaritans' vision is that fewer people die by suicide.

Edinburgh Samaritans is a registered Scottish charity which is a branch of Samaritans, a charity which operates throughout the UK and the Republic of Ireland.

Edinburgh Samaritans, based at 25 Torphichen Street, Edinburgh, EH3 8HX, aims to be open to telephone callers 24/7, 365 days a year. Around 26,000 inbound calls were taken in 2022. We also offer emotional support via email and online chat and hope to re-open to face-to-face callers, that service having been suspended during the pandemic.

The objects of Edinburgh Samaritans are:

- To enable persons in Edinburgh and the Lothians and the surrounding area as well as elsewhere who are experiencing feelings of distress or despair, including those who may be at risk of suicide, to receive confidential emotional support at any time of the day or night in order to improve their emotional health and to reduce the incidence of suicide;
- To promote better public understanding of suicide, suicidal behaviour and the value of being able to talk to someone to express feelings which might otherwise lead to suicidal thoughts or impaired mental health;
- To collaborate with and support Samaritans Central Charity (SCC) and its affiliated branches in fulfilling these objectives.

Volunteers are involved in outreach to schools and communities and supporting listening schemes in two prisons.

The branch is run almost entirely by our 195 volunteers including selection and training, fundraising, marketing, outreach, IT, property maintenance and health & safety.

SCC policies and procedures are followed.

In 2020, the branch opened a charity shop, the first in Scotland, which is already our largest regular source of income. The shop is managed by a full-time manager and two assistant managers assisted by a team of volunteers.

Organisational Structure

The Board of Trustees consists of the Branch Director, who chairs the Board, the Secretary, the Treasurer and up to eight other trustees elected by members of the branch. All trustees, including the

Branch Director, Secretary and Treasurer are volunteers. The elected trustees may co-opt two further Trustees and we recently appointed two “external trustees” to the board for the first time.

The Branch Director serves for three years. All other trustees, including the Secretary and Treasurer, retire at the AGM but are eligible for re-election if they have not served for six or more consecutive years.

The Branch Leadership Team (BLT), some of whom are trustees, is responsible for the day-to-day operation of the Branch and is responsible to the Board although, in practice, Branch Leadership Team meetings are often attended by all Trustees.

The Board of Trustees, which is responsible for the overall oversight and management of the charity, is required to meet not less than four times a year but, in recent years, has met six or seven times including meetings with the Branch Leadership Team.

New Treasurer

We wish to appoint a new Treasurer following our Treasurer stepping down after many years of service.

In outline, the role is to:

- To be part of the BLT and provide support and advice in relation to financial matters
- To manage the branch’s finances
- To oversee and present budgets, accounts and financial statements
- To ensure that proper accounts and records are kept and financial resources are spent and invested in line with good governance, legal and regulatory requirements
- To be instrumental in the development and implementation of financial, reserves and investment policies
- To liaise with, guide and advise our part-time Administrative Secretary on the financial aspects of her role
- To attend meetings and report on the branch’s financial position as and when required
- To prepare an annual financial statement for Samaritans Central Charity
- To ensure income and expenditure is processed in line with branch policies and procedures
- To act as a signatory on cheques (including any electronic transactions) and any applications for funds
- To oversee the payment of volunteer expenses as agreed by the BLT
- To liaise with the branch’s bankers and payroll agency as/when required.

We are seeking someone:

- supportive of Samaritans’ vision and our objects
- interested in and supportive of our work
- who is a team player with good interpersonal skills
- with knowledge of, or willingness to learn about, Samaritans’ accounting policies
- with the ability to explain financial controls and procedures to other Trustees in non-financial terms

- with some payroll and employee pension experience or knowledge
- with some knowledge of shop finances
- with the ability to control project costs and report on actual and forecast costs.
- with the ability to implement efficient administrative practices whilst increasing control, ensuring that all costs are recognised on a timely basis and that forecasting is improved
- who will enjoy the challenge of reviewing and improving our systems/procedures where appropriate
- who, along with the other trustees, will assist us in playing our part in delivering Samaritans' Strategy 2022-27 and Strategic Delivery Plan for Scotland
- to help us to ensure we comply with principles of good governance including observing charity law and our constitution
- who, ideally, has experience of charity trusteeship and governance.

What Being the Treasurer will mean for You

- Becoming the Treasurer and a Trustee will give you the opportunity to support and encourage a dedicated group of volunteers while making a valuable contribution to Samaritans in Edinburgh and the Lothians;
- You will have the opportunity to develop your own skills and experience in the charity sector;
- You will be expected to prepare for, attend and contribute thoughtfully and constructively to meetings of the Trustees;
- You will be expected to attend some meetings of the Shop Management Committee which has delegated powers - the Committee meets quarterly;
- You will need to have suitable facilities to join meetings held remotely;
- Trustees are unpaid but reasonable expenses will be met;
- You will be required to complete mandatory Samaritans' trustee online training;
- Your appointment will be subject to PVG certification and clearance by SCC.
- It is estimated that the time commitment will be about 1 1/2 days per month on average but, initially, while systems are reviewed and improved it could be around double that.

The Treasurer is accountable to the Branch Director.

Additional Information

- [Edinburgh Samaritans website](#)
- [National Samaritans website](#)
- [Samaritans' 2022-27 Strategy](#)
- [Strategic Delivery Plan for Scotland](#)

Our Annual Report and Accounts to 31st March 2022 are available by email request to our Administrative Secretary at: admin@edinburghsamaritans.org.

Bruce Anderson, our Director, is happy to have an informal discussion. Please email: edinburgh.director@samaritans.org.

How to Apply

Please send your CV, a supporting statement and the names and contact details of two referees to our Administrative Secretary at: admin@edinburghsamaritans.org.

Referees will not be contacted unless we intend to invite you for interview.