



Borders
Community Action

BOARD MEMBER – TREASURER

RECRUITMENT PACK

This is a voluntary role



www.borderstsi.org.uk

Borders Third Sector Interface Ltd,
trading as Borders Community
Action.

Hello,



Thank you for your interest in joining Borders Community Action.

As the Chief Officer of Borders Community Action, I extend a warm invitation to you to be part of our inspiring journey towards positive and lasting change in our communities.

Borders Community Action's vision is to create thriving, resilient and inclusive communities where everyone can achieve their full potential. We believe in the transformative power of collective action and the potential that lies within the wider third sector. By joining our Board of Trustees, you'll have the opportunity to make a real difference by providing governance and working alongside passionate colleagues to oversee the strategic direction of the organisation.

Together, we strive to empower the third sector in the Scottish Borders to create positive change by providing leadership, sharing knowledge and promoting collaboration. Our work is not just a job; it's a calling – a chance to leave a meaningful legacy that echoes through generations.

What You'll Gain:

- The opportunity to make a real difference in the lives of others.
- Valuable leadership and governance experience.
- A chance to work alongside passionate and like-minded individuals.

If you're ready to bring your skills and enthusiasm to our Board, we'd love to hear from you. Together, we can drive meaningful change.

Come be a catalyst for change with us at Borders Community Action.

Warm regards,

A handwritten signature in black ink, appearing to read 'Juliana Amaral'. The signature is fluid and cursive, with a large initial 'J'.

Juliana Amaral
Chief Executive Officer

About Borders Community Action



Borders Community Action (BCA), launched on 1 April 2023, is the Third Sector Interface (TSI) for the Scottish Borders. We work to promote and develop a vibrant local third sector.

We are a one-stop point for the third sector and work with charities, social enterprises, community groups and volunteering.

We offer the following services:

- **Building capacity:** help setting up a new organisation, funding bids, training, drafting a constitution or other governing document and developing volunteering capacity.
- **Intelligence:** this is our know-how, which makes us a one-stop-shop you can tap into. We are the one place for volunteers, funding opportunities, support with constitutions, policies and insurances.
- **Voice:** we take this rich data/intelligence and make sure it is heard by budget holders and policy makers to inform their funding and policy decisions.
- **Connection:** we bring together relevant activists and organisations to learn, share and collaborate.

What is a Third Sector Interface (TSI)?

Third Sector Interfaces (TSIs) provide a single point of access for support and advice for the third sector within local areas. There is a TSI in each local authority area in Scotland. TSIs have an outcome framework that they have to work within, but how that is done is very much based on identified local need and priorities for the third sector in each area.

What is the Third Sector?

The third sector, which includes charities, social enterprises and voluntary groups, delivers essential services, helps to improve people's wellbeing and contributes to economic growth. It plays a vital role in supporting communities at a local level.

Our vision, mission and values



To create thriving, resilient and inclusive communities



Our mission is to empower the third sector in the Scottish Borders to create positive change in communities by providing leadership, sharing knowledge and promoting collaboration.



'Bold' – We will be bold in how we represent the third sector and the communities we serve.

'Trust' – We will always be open and honest.

'Wisdom' – We will share our knowledge and nurture the knowledge and skills in others.

'Inclusion' – We will embrace diversity in our communities and use its strength to create positive change.

Our Strategic Objectives



Support and develop volunteers, Third Sector Organisations and social enterprises via a responsive range of services, including training, information, advice and access to resources



Be a catalyst for community empowerment, enabling a culture of collaboration that maximises the influence and impact of the third sector across communities



Amplify the voice of volunteers and Third Sector Organisations representing their collective needs locally, regionally and nationally



Be an exemplar Third Sector Organisation with its members at its heart

About this Role

Board Member – treasurer

About the role

The role of Treasurer is voluntary, and one that will be rewarding, interesting and varied for anyone keen to support the wider third sector in the local community and benefit the Scottish Borders and its residents.

Currently, the Board of Trustees meet six times a year, normally for no more than two hours, during working hours. There is also an AGM once a year.

The **Treasurer is not responsible for the accounts administration** – the role is one of review and reporting on the accounts, working with the CEO and others to provide advice and a thorough understanding of the financial position of the organisation to the Board of Trustees and ensuring the security of the charity long term.

Key responsibilities

The Board is seeking a professional in the area of finance, business or accounting who would have the skills to help report on the financial position of the charity and provide valuable advice in terms of risk, business planning and enterprise developments going forward.

The main responsibilities are:

- To ensure that the finances of the organisation are properly handled in accordance with the organisation's objectives.
- To ensure that the organisation has written Financial Procedures and these procedures are adhered to in practice.
- To determine the overall direction and development of BCA through good governance and clear strategic planning.
- To assist the Board in achieving the objectives of the strategic plan.
- To participate in Board project subgroups as required.
- To ensure that there is an adequate financial recording and control system in use by the CEO and staff.
- To report briefly to the Board of Directors/ Trustees regularly on the financial position of the organisation. It should be a short summary written/verbal report for the board meetings.

About this Role

Board Member – treasurer



Key responsibilities

- To ensure that the CEO has the accounts audited or examined by an Independent Examiner and they have all the records that they require to carry out their inspection.
- To present the year-end Financial Report at the Annual General Meeting to members.
- To support the CEO in financial planning, produce a budget for both income and expenditure and carefully monitor throughout the year the actual income and expenditure against that budget and report on any areas of concern.
- To provide guidance and support to the CEO and Board on investment decisions, risk management and financial planning.
- Advising the Board on financial strategy and financial matters that arise.
- To work closely with the Chair of the Board in order to ensure the aims and objectives of the organisation are met.

The Treasurer can be either from a member organisation or be a co-opted member in position for up to three years, with a mutually agreed extension available after the initial term.

You don't have to live the Scottish Borders to be our Treasurer; simply want to make a difference to live in the Region.

Expenses can be provided if required.



About You

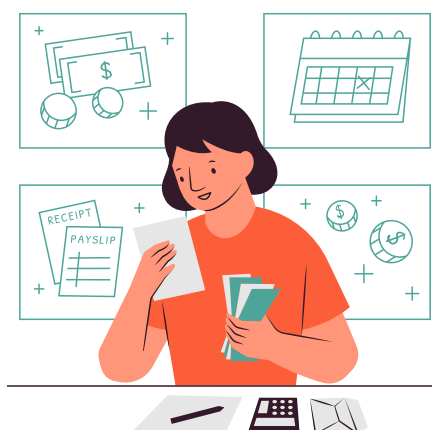
Board Member – treasurer

Desirable Experience and Capabilities

- Experience working or volunteering in a finance-based role as an accountant, financial controller, financial director or similar.
- Knowledge and understanding of good governance and/or willingness to learn about the Scottish Governance Code for the Third Sector and Charity Trustee Duties as well as OSCR and Companies House requirements (training can be provided).
- An understanding of the challenges facing small charities in maximising income streams, maintaining sustainability, and developing new business.
- Willingness to collaborate with other Trustees to support BCA strategic plan.
- Excellent written and verbal communication skills.
- Knowledge of the local voluntary sector would be an advantage but not essential.

Time Commitment and Location

- The Board meets at least 6 times a year plus the AGM, these meetings are mainly in person but hybrid can also be an option.
- Papers for the Board will be issued one week before the meeting.
- Commitment to participation as member of a sub-committee as required
- The Treasurer normally meets with the CEO and the external accountant to discuss financial management reports and annual accounts.



How to Apply

Board Member – treasurer

As part of our role in supporting good governance across the third sector, we provide training to trustees as well as financial management.

If you feel you don't fully meet the requirements for this vacancy but would be interested in the role, please feel free to discuss your interest with us.

How to Apply

To apply to this role, please send your CV with a brief statement explaining your interest in joining BCA Board of Trustees with the subject 'Joining the Board' to the CEO via email on **juliana@borderscommunityaction.org.uk**

For an informal discussion on the role, please contact Juliana Amaral, CEO on 07485 394006 or email juliana@borderscommunityaction.org.uk

This post is exempt from the Rehabilitation of Offenders Act 1974 by the (Exclusions & Exceptions) (Scotland) Order 2003 as such appointment will be subject to a satisfactory Enhanced Disclosures.

