

Treasurer Role Profile

About The Junction

The Junction is an award-winning charity that supports and improves young people's health and well-being.

Based on Great Junction Street in Leith, we work with young people aged 12 – 21 in North East Edinburgh. Our vision is that all young people thrive, with access to support and resources that meet their health and wellbeing needs.

Treasurer Position

All trustees collectively play their part in financial monitoring and decision making at The Junction. The treasurer's primary role is to provide governance by assisting and advising the board in issues related to our finances. You will work in partnership with members of the staff team who deal with much of the day-to-day financial business, predominantly the Director and Finance Officer.

Key Attributes, Skills and Experience

- Experience of managing finances for a board, committee, or organisation
- Willingness to ask questions
- Having the time commitment to carry out duties
- Ability to build and sustain relationships across board and staff team
- Qualified accountant (desirable but not essential)
- Current or previous experience serving as a trustee or committee member (desirable but not essential).

Responsibilities

Key tasks can include:

- Chairing or contributing to the Finance Subgroup
- Explaining Financial Reports (prepared by Finance Officer), raising issues at full Board meetings and the AGM
- Overseeing cashflow and funding forecasts to ensure accurate information is shared with the wider board
- Being a counter-signatory on bank accounts (where necessary)
- Overseeing the financial records in Xero (where necessary)

Wider responsibilities:

- To manage the Junction's resources responsibly, reasonably, honestly and sustainably
- To support the development and oversight of organisational strategy



- To ensure the Junction operates in support of its aims (as set out in its constitution)
- To ensure the Junction is compliant with company and charity law
- Act in the Junction's best interests, to enable it to meet its aims.

The most important attributes of trustees joining us include a **willingness to ask questions**, their **time commitment** to the role, and the ability to share and to uphold our organisational **values** (inclusive, non-judgemental and collaborative).

Time Commitment

Duties/tasks for the year include:

- Attend 4 Full Board meetings a year (quarterly)
- Contribute to Finance Sub-Groups (meeting roughly 4 times per year in advance of a Full Board Meeting)
- Attend Development Days with staff and/or trustees (usually one per year).
- Attend or dial-in to occasional Board Meetings for informal catchups or to respond to an emerging need.

Application and Recruitment Process

If you are interested, please submit a CV and/or a cover letter to info@the-junction.org telling us:

- Why you'd like to be a Junction trustee
- What key skills and expertise you bring

Closing date for applications is the **28th of November** (any time).

If you want to find out more about the position, we would also be happy to discuss the role in advance of any recruitment process.

For more information, visit: **www.the-junction.org**

Terms & Conditions

The Junction is a registered charity, which requires us to have registered trustees with OSCR. The Junction is also a registered limited company, which requires us to have registered directors with Companies House. All Board Members are registered Trustees of the charity and registered Directors of the company.

You must not act as a trustee if you are disqualified under the Charities Act, including if you: have an unspent conviction for an offence involving dishonesty or deception (such as fraud) are bankrupt or have entered a formal arrangement (e.g. an individual voluntary arrangement) with a creditor have been removed as a company director or charity trustee because of any wrongdoing.

Anyone applying to be a Trustee of the Junction will undergo checks via Companies House and will require the completion of basic Disclosure Scotland checks.

Registered Charity No: SC036721
Company Limited by Guarantee No: SC278505