

HELP SHAPE THE SYSTEMS THAT **MAKE CHANGE** HAPPEN

Treasurer Recruitment Pack

August 2025

OUR VISION

A world where people with dementia and their carers thrive, supported by innovative solutions and empowered by our grants and dedicated support to make meaningful change happen.



INTRODUCTION

The Dementia Trust is a leading charity registered in Scotland with UK reach and dedicated to supporting individuals living with dementia, their families, and carers.

Our mission is to improve the lives of people with dementia and their carers, to support scientific excellence, to operate with the highest standards of integrity and independence and to work with partners who value collaboration and respect.



OUR HISTORY

The charity was created in 1988 when a group of volunteers came together with the purpose of improving services for people with dementia and their carers.

A primary aim of the charity was the creation of a Dementia Services Development Centre, now part of the University of Stirling. This first centre was emulated by the creation of dementia centres across the UK and Ireland, and eventually across the world, as far as Australia.

In later years the Trust moved its focus from primarily health and social care staff to include the wider community and direct support for families and people with dementia. The Charity Board works together to support charity activities, and particularly the Disruption Awards, an annual small grant programme focussed on groups, partnerships or individuals who have new or innovative ideas to make change happen for people with dementia.

The Trustees intend to launch a new Impact Accelerator Award programme in 2026, supporting the implementation of small social research programmes.



A fundamental aim of the Trust has always been to improve public understanding of dementia, which it has done through supporting research and teaching based on evidence of what is practical and makes a difference.

2025 marks an important moment in the Trust's journey. Following the appointment of a new Chair in March, the past six months have seen us build on strong foundations and take forward a refreshed strategy for growth and impact. We are also preparing for the transition of our Treasurer, who after nine years of dedicated service leaves behind a legacy of robust financial stewardship and resilience that has positioned the Trust strongly for the future.

Looking ahead, our focus is on strengthening governance, growing our fundraising capacity, and expanding the scale and reach of our grant-making. The incoming Treasurer will play a vital role in this next chapter, helping ensure we remain financially sustainable and able to support innovation that makes a real difference to people's lives.

Our evolving vision for the charity is clear:

A world where people with dementia and their carers thrive, supported by innovative solutions and empowered by our grants and dedicated support to make meaningful change happen.

ROLE OVERVIEW

Position:

Treasurer of the Board of Trustees, voting member of the Board.

Term:

3 years, renewable subject to Board approval.

Reports to:

Chair of the Board of Trustees on behalf of the Board.

Time commitment and location:

Attendance at quarterly Board meetings, usually in person in Edinburgh, with remote attendance possible where necessary.

Remuneration:

Voluntary role with reasonable expenses reimbursed (incurred during the course of trustee duties)

PURPOSE OF THE ROLE

The Trust is looking to recruit a Treasurer to join the Board of Trustees. As a key member of the Board, the Treasurer is responsible for both strategic oversight and certain operational aspects of the Dementia Trust's financial affairs, ensuring they are conducted within legal requirements, good practice and in line with the charity's objectives. The charity is undergoing a meaningful redevelopment and looking for creative, energetic and strategic thinkers who can help drive us through this period of transformation.

The Treasurer also serves as Convenor of the Finance & Risk Committee, leading its work to provide the Board with assurance on financial health, compliance and risk management. Working closely with the Chair, contractors and members of the Finance & Risk Committee, the Treasurer provides financial leadership, assurance and strategic insight to support the Trust's mission.



KEY RESPONSIBILITIES

Governance, Compliance & Risk Management

- Ensure the Trust complies with all relevant financial regulations, reporting requirements, and deadlines under charity law, company law, and any other relevant regulators (including timely submission of statutory accounts to Companies House and OSCR).
- Maintain a clear understanding of the charity's financial and legal obligations, ensuring these are met promptly.
- Advise the Board on its financial duties and responsibilities, promoting best practice in governance and risk management.
- Convene and chair meetings of the Finance & Risk Committee, ensuring agendas are set, papers circulated, and minutes recorded via the Trust's Admin Officer.
- Oversee the Trust's risk management framework, ensuring major risks are identified, regularly reviewed and mitigated effectively.

Operational Finance Responsibilities

- Manage or oversee transactional finance processes, including accounts payable and receivable, invoice processing, authorising payments and resolving discrepancies.
- Maintain and reconcile bank accounts, process contractor expenses, petty cash and reimbursements in line with policy and agreements.
- Ensure accurate recording of gift aid, restricted unrestricted funds and other statutory obligations as required, preparing for compliance reporting.
- Prepare or oversee information for OSCR filings, Companies House submissions, audits and other regulatory returns.

Financial Control & Strategy

- Lead on the development and oversight of the Trust's financial strategy, budgets and long-term financial plans.
- Monitor the charity's financial health, bringing any concerns to the Board promptly.
- Ensure robust financial controls are in place and regularly reviewed.
- Promote continuous improvement in financial systems, processes and reporting.

Reporting & Budgeting

- Present clear, accurate and timely financial reports to the Board to support informed decision-making.
- Prepare or oversee the preparation of monthly quarterly management accounts, cashflow forecasts and budget variance analysis.
- Produce reports for the Board of Trustees, the Finance & Risk Committee and relevant external stakeholders.
- Support strategic financial planning, contributing to forecasting and resource allocation.

Liaison & Representation

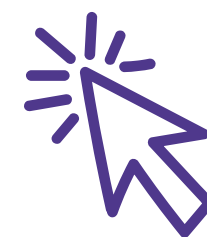
- Act as the main point of contact for the Trust's external accountant, auditor or independent examiner.
- Liaise with contractors (including fundraising, advisory, and communications), external partners, banks and regulatory bodies.
- Provide financial advice and guidance to other trustees and relevant staff in relation to the Trust's activities and plans.



PERSON SPECIFICATION

We are looking for an experienced and strategic thinker who can help champion the Dementia Trust as we embark on an exciting time in the charity's growth and development. If you're looking to lend your expertise to a charity that is empowering innovation and inspiring real change, please apply. As an organisation committed to anti-discriminatory practice, equal opportunities, and applying awareness of diversity issues to all areas of work, no applicant shall be unfairly discriminated against on account of their age, cultural, religious or political beliefs, disability, ethnicity, gender, race, relationship status and/or sexual orientation.

In support of your application, you may wish to review:



Essential

- Qualified bookkeeper or accountant, or demonstrable senior-level financial management experience.
- Understanding of charity finance principles, statutory reporting requirements, and risk management.
- Ability to analyse complex information and communicate it clearly.
- Commitment to the mission and values of the Dementia Trust.
- Ability to devote the necessary time and effort to the role.

Desirable

- Experience as a charity trustee or in a governance role.
- Knowledge of the dementia or health and social care sector.



RECRUITMENT PROCESS

To apply for the position of Treasurer of the Board of Trustees, please submit the following documents:



- A comprehensive CV
- A supporting statement outlining your interest in the role and how you meet the person specification.
- Contact details for two references.

Please send your application by email to **chair@dementiitrust.org** with the subject line **“Treasurer Application– Dementia Trust”**.

Our Chair and Trustees will review all applications as they are received and make contact for next stage discussions as needed.

For an informal discussion about the role, please contact Dylan Harper at chair@dementiitrust.org.

Selection Process

-  Suitable candidates will be invited to an interview with the Board's Nomination Committee.
-  Successful candidates will be subject to relevant pre-appointment checks.

Contact information

The Dementia Trust

C/O Morton Fraser MacRoberts LLP
Level 5
9 Haymarket Square
Edinburgh
EH3 8RY

Email: admin@dementiitrust.org

Charity Registration No: SCO 16905

**LET'S MAKE
A DIFFERENCE,
TOGETHER!**

