

POST:	Treasurer (Board Volunteer) / Director of the Board
RESPONSIBLE TO:	Chair of the Board and The Health Agency Members
COMMITMENT:	Voluntary, approximately 6 Board meetings annually, AGM, and one Board Development Day. Chair of 6 Finance Sub Committee Meetings.
LOCATION:	The Health Agency, Wester Hailes Healthy Living Centre

ABOUT THE HEALTH AGENCY

The Health Agency is a charity based in Wester Hailes dedicated to supporting over 2,000 people in South-West Edinburgh each year to lead longer, healthier, more fulfilling lives. As a community-led organisation we aim to combat the effects of deep poverty, ill-health, mental health issues, inequality, and food insecurity experienced by our community. Our services provide information, advice and support to enable local people to take action that makes a positive impact on their physical, mental and social wellbeing, whilst strengthening the community.

PURPOSE OF THE ROLE

Trustees play a vital role in the good governance and strategic direction of The Health Agency. As part of the Board of Directors, you will help ensure we are well-managed, financially sound, and always acting in the best interests of the community we serve. Trustees provide oversight, challenge, and support to the senior leadership team while championing our values and long-term mission.

As Treasurer, you will take a leading role in overseeing the financial affairs of The Health Agency and ensuring that the organisation remains financially sustainable, accountable, and compliant with relevant legislation and good practice. While all Trustees share responsibility for financial oversight, the Treasurer offers additional scrutiny, support and guidance to the Board and management team on all matters relating to finance, audit, and risk.

GENERAL TRUSTEE RESPONSIBILITIES

- Uphold and promote the vision, mission, and values of The Health Agency.
- Contribute to the development of organisational strategy and monitor delivery.
- Ensure sound governance practices, including financial oversight, risk management, and compliance with charity law and regulations.
- Support and challenge the senior leadership team to maintain high standards of impact and integrity.
- Ensure appropriate policies, systems, and resources are in place to enable staff and volunteers to deliver quality services.
- Promote the organisation externally and build relationships with stakeholders.

www.thehealthagency.org.uk

The Health Agency is a charity registered in Scotland No. SC027773
and company limited by guarantee No. 181430

- Use your specific expertise or experience to contribute to Board discussions, lead or join subcommittees, or advise on key strategic priorities (e.g. health, finance, HR, fundraising, lived experience).

TREASURER KEY RESPONSIBILITIES

- Ensure the Board Members understand their financial responsibilities and make sure we meet all our legal and regulatory duties.
- Make sure the Board receives clear, timely financial information—this includes the annual budget, yearly accounts, and any necessary updates throughout the year.
- Support fellow Trustees by explaining the financial reports at Board meetings, so everyone understands how we're doing financially and can make informed decisions.
- Recommend practical and appropriate financial policies, systems, and controls that reflect The Health Agency's work and support our goals, working within our scheme of delegation.
- Keep an eye on our cash flow and reserves to help the Board understand and regularly review our reserves policy to make sure we're financially resilient.
- Work closely with the Chief Executive and Finance Officer to offer advice and guidance that supports their financial responsibilities.
- Lead the Finance Sub Committee, creating a supportive space for deeper financial discussion and helping to bring clear recommendations to the full Board.

SKILLS, KNOWLEDGE AND ATTRIBUTES

ESSENTIAL

- A professional finance or accounting qualification (e.g. CA, ACCA, CIMA or CIPFA) with senior financial management experience.
- A commitment to reducing health inequalities and improving community wellbeing in Wester Hailes.
- Excellent interpersonal and communication skills.
- Strategic thinking with sound judgment and willingness to ask challenging questions.
- Ability to analyse information and contribute to effective decision-making.
- Commitment to collective responsibility and working as part of a team.

DESIRABLE: Our board is strongest when it reflects a rich mix of knowledge, perspectives, and lived experience, helping us make better decisions and serve our community well. The board should include trustees who can contribute one or more of the following:

- Lived experience of the issues affecting our community.
- Knowledge of health, social care, public health, voluntary sector, or community development.
- Experience in governance, leadership, HR, finance, fundraising and marketing.
- Experience working in communities affected by high levels of poverty and health inequalities.

ADDITIONAL NOTES

- New trustees can be co-opted to the board by the Directors; however, they must step down and stand for election at the next Annual General Meeting.
- All Trustees must abide by the 7 Principles of Public Life (Nolan Principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Trustees are subject to eligibility to act as a charity trustee under the Office of the Scottish Charity Regulator (OSCR) regulations.