



The Royal British Legion Scotland National Treasurer – role description

The Royal British Legion Scotland is a nationwide membership charity founded on the principles of supporting veterans and their families. As the organisation is currently undergoing an exciting period of strategic change, we are looking for a new National Treasurer to help support our charity to grow and develop.

The National Board of Trustees meets 4 times a year in Edinburgh. The role can be carried out remotely, with in-person attendance required at scheduled Board meetings and Annual Conference.

As Treasurer, you will play a crucial role in overseeing our finances and ensuring the financial health of the charity.

You will work closely with and be supported by the National Board of Trustees, the Finance Committee and Accounts Manager.

Key Responsibilities

- High-level Financial Oversight: Review financial reports and monitor the organisation's financial stability.
- Board Communication: Keep the board informed about financial matters and update them on the organisation's financial health.
- Budget Oversight: Provide oversight and input into the annual budgeting process.
- Annual Statutory Accounts: Assist in the preparation, review and approval of the annual statutory accounts.
- Liaison with the charities investment portfolio managers to ensure regular monitoring of the investment portfolio (including review of reserves and risk portfolio management).
- Liaison with the organisations Pension provide to ensure regular review and adherence to statutory updates.
- Chairing the Finance Committee to shape the 3-year strategic direction of the charity's finances and future sustainability.
- Flagging Issues: The Treasurer should be capable of identifying and isolating financial issues, even if they are minor, and raising flags when necessary.

What We're Looking For:

- Experienced Professional: Ideally with a career background as a Financial Director or Financial Controller or similar (e.g. financial services).
- Confident Communicator: Able to inspire confidence, provide reassurance and communicate financial matters clearly to fellow Board members whose strengths may not include numeracy.
- Familiarity with Charity Finance: Understanding of charity finance issues and governance.

- Strategic Thinker: Someone who can provide high-level oversight and has a keen eye for detail and a passion for using financial strategies to help support people and have a long-term impact.

What's in It for You?

- Make a Tangible Impact: Your financial expertise will directly contribute to the future success of the organisation at a crucial time in our strategic planning.
- Gain Valuable Experience: Further your skills in financial management, budgeting, and strategic planning within the non-profit sector.
- Support Our Mission: Become a valued member of our team working with like-minded trustees to support our mission to make a positive difference to the lives of veterans and their families in Scotland.
- Honorarium up to a maximum of £4,000 per annum

Commitment

- 4 meetings a year: Saturdays 10.30am - 1.30pm, in person
- AGM: In-person attendance required to present annual report & accounts
- Finance Committee meetings: 4 times a year, Zoom/Teams
- Financial Year End preparation: Supporting the Accounts Manager during this period.
- Ad hoc support requests and advice as required by the Accounts Manager