



Board of Trustees: Treasurer

Role Information and Person Specification

Role of the Board of Trustees

Rape Crisis Scotland is a charity, recognised in Scotland, as well as a company limited by guarantee.

The *Charities & Trustee Investment (Scotland) Act 2005* defines a charity trustee as any person 'having the general control and management of the administration of a charity.' A person is considered having the *general control* if she/he 'is able to secure that the affairs of an institution are conducted in accordance with her/his wishes.'

The Board of Trustees of Rape Crisis Scotland is responsible for overseeing the work of the organisation. This includes ensuring that:

- the organisation is clear in its purpose and direction
- the organisation is meeting its targets and agreed objectives
- all decisions taken are in line with and safeguard the ideals and purpose of the organisation as laid out in its founding statement or constitution
- assets are safeguarded and used efficiently for those for whom the organisation exists
- the organisation fulfils all its legal obligations
- the organisation is effectively managed, operates efficiently and works within its policies and budgets, any relevant good practice guidance and the law
- the organisation is accountable financially and in other ways
- there is a proper procedure for the recruitment and supervision of staff
- the Board of Trustees itself is representative and functions effectively

We encourage all potential board members to read the Guidance for Charity Trustees developed by the Office of the Scottish Charity Regulator, available on their website: <http://www.oscr.org.uk/charities/guidance/guidance-and-good-practice-for-charity-trustees>

In addition, Rape Crisis Scotland is committed to embedding the values of feminist governance.

Role of a Trustee

As a Trustee, you will be responsible for overseeing the strategic direction and effective running of Rape Crisis Scotland. All Trustees ensure that the values and ethos of Rape Crisis Scotland are upheld, its purposes are achieved and that, at all times, it complies with the law and meets its contractual obligations.

Role of a Treasurer

The role of the RCS Treasurer is to maintain the overarching strategic management of RCS's financial resources through effective governance of the organisations affairs, monitoring its financial viability and ensuring that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

Treasurer Job Description – Key Responsibilities

1. Strategic

- To assist and advise in the formation of the RCS's strategy with particular regard to ensuring that the charity has the resources to deliver the strategy.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Create greater transparency and accountability to improve resource allocation and charity's image by adding specific measures as per SORP guidelines.

2. Financial

- To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- To recommend to the Board appropriate accounting procedures, controls and policies consistent with the Financial Policies;
- To oversee the appointment of auditors

- To work in close partnership with the Director of Operations and CEO.

3. Assets and Investments

- To ensure that the Charity has an appropriate investment policy
- To ensure that the Charity monitors the performance of its investments and to set an appropriate reserves policy
- To ensure that all equipment and assets are adequately maintained and accounted for in partnership with Director of Operations and CEO.

4. Governance

- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation
- To advise on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- To ensure that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis.
- To ensure that the Board's scheme of delegation is reviewed on a regular basis
- To act as Chair of the Finance and Risk sub-committee of the Board

Treasurer Job Description – Key Tasks of the Role

- Leading the Board's duty to ensure proper financial management
- Chairing the finance and risk sub-committee meetings
- Controlling and accounting for the organisation's finances
- Being a signatory to all bank accounts
- Being a counter signatory to any major banking transaction
- Presenting financial reports, raising issues and answering questions at Board meetings and the AGM
- Liaising with the auditors or financial examiners for the annual review of accounts
- Ensuring statutory returns are made to any relevant regulators in a timely manner
- Supporting staff with the preparation of the annual budget
- Ensuring appropriate reserves policy and practice and financial risk management.

Trustee Person Specification

Trustee Essential Criteria
E1 Commitment to Rape Crisis Scotland values and ethos (as outlined above)
E2 An understanding of gender equality issues and the links between gender inequality and gender-based violence, and a commitment to an intersectional approach
E3 A willingness to devote the necessary time and effort to fulfill your duties as a charity trustee
E4 The ability to think creatively and strategically, and to respond according to the needs of the organisation
E5 The ability to form positive and productive relationships with fellow Board members, the staff and volunteer team and wider stakeholders as required

Treasurer Person Specification

Treasurer Essential Criteria
T1 A good understanding of financial risk and compliance
T2 Experience of financial day to day operations
T3 Good leadership skills
T4 Good communication and interpersonal skills
T5 Impartiality and fairness and recognition of any conflicts of interest while carrying out the duties
T6 Analytical skills

Desirable Criteria
D1 Knowledge and understanding of the Charities Accounts (Scotland) Regulation 2006
D2 Experience of third sector finances
D3 Experience of charity finances
D4 Previous Board experience
D5 A degree in finance, economics or relevant field (AAT, ACCA)

At Rape Crisis Scotland, we are keen to ensure a diverse and inclusive board, to ensure equality and inclusion at all levels of the organisation. While our recruitment process is open to all, we would be particularly interested to receive applications from women of colour and those underrepresented in the workforce.

Please note only women need apply under Schedule 9, Part 1 of the Equality Act 2010.