

Treasurer – Borders Care Voice

Remuneration	The role of Trustee is not paid, although travel expenses may be claimed at £0.45/mile
Location	Galashiels / Scottish Borders
Time commitment:	Approximately 4 Board meetings per year (daytime and hybrid) and our Annual General Meeting, plus work in between meetings. Communications between meetings is usually by e-mail
Reporting to	Board of Trustees

Role description

The Treasurer will oversee the financial matters of the charity in line with good practice and in accordance with its constitution and legal requirements. They will report to the Board of Trustees at regular intervals about the charity's finances. The Treasurer will also ensure that effective and appropriate financial measures, controls and procedures are put in place.

Main responsibilities:

- overseeing, approving and presenting budgets, accounts, financial statements and financial reports to the Board of Trustees
- ensuring that the financial resources of the organisation meet its present and future needs
- be involved in developing and implementing financial, reserves and investment policies.

Main duties:

- liaising with the Chief Officer about financial matters
- ensuring that appropriate accounting procedures and controls are in place
- advising on the financial implications of the organisation's strategic plans
- liaising with the independent examiner to ensure that the annual accounts comply with the Statement of Recommended Practice (SORP) for charities
- keeping the Board informed about its financial duties and responsibilities
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in easily understandable way
- Oversee the annual return to the Office of the Scottish Charity Regulator (OSCR).
- Monitoring the NEST Pension Scheme and re-enrolling staff as required

Person Specification

In addition to the qualities needed by all Trustees, the Treasurer should also have:

- financial experience and business planning skills
- some experience of organisation finance and fundraising, especially within a charity setting
- the skills to analyse proposals and examine their financial consequences
- be willing to make unpopular recommendations to the Board
- be willing to give financial advice and answer enquiries from staff or volunteers when required
- to help the Board to fulfil its duties.