Treasurer Role Description

As well as the Trustee duties outlined below the Treasurer will

* Oversee the financial affairs of the organisation to ensure they are legal, constitutional and within accounting practice
* Guide and advise the Board of Trustees in the approval of budgets, accounts and financial statements
* Ensure accounts are properly audited, and accepted recommendations are implemented
* Monitor and report on the financial health of the organisation
* Liaise with the Manager and Finance & Admin coordinator on the organisations financial management
* Ensure sound financial governance of the organisation through effective procedures and internal controls around all financial matters
* Advise the Board of Trustees on CY’s pension scheme with Lothian Pension Fund and any future planning requirements of the pension scheme

Trustees work as part of a Board of Trustees to ensure

* The organisation meets its charitable purposes, as defined in its governing document, by developing and agreeing a long-term strategy
* The organisation complies with its governing document, charity law, company law and any other relevant legislation and regulations
* The organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
* The organisation defines its goals and evaluates performance against agreed targets
* The values and reputation of the organisation are upheld
* The effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* The financial stability of the organisation
* Proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Management Team
* Skills, knowledge and experience of Trustees are used to reach sound decisions in the best interest of the organisation.

## Time Commitment

* The Board of Trustees meet quarterly, and Trustees are expected to attend at least 3 of the 4 meetings per year. There is a requirement to attend some additional meetings out with these times such as AGMs and development sessions as well as subgroup meetings to support on issues as they arise. The annual time commitment is approximately 20 hours.
* Trustees are strongly encouraged to visit services and meet with staff to gain a fuller understanding of the organisation and the work it does

Person Specification

It is essential that a diverse range of skills, experience and knowledge are represented amongst the Board of Trustees. Whilst there are some specific skills we seek in our Trustees there are more general criteria that are essential for a Trustee

* A commitment to the organisation, its values and the work that it does
* The ability to work effectively as part of a team
* The ability to communicate effectively
* The ability and confidence to make sound, independent judgements
* The ability to think creatively and critically
* A commitment to devote the necessary time and effort to the role
* Willingness to take part in training and networking opportunities relevant to the role
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

**Treasurer Specific Skills**

* Experience of bookkeeping and financial management
* Relevant financial qualifications
* Strong financial analysis skills
* Knowledge of Xero software
* Experience of charity finance and fundraising
* Knowledge and experience of pension schemes

**Additional Information**

* Board of Trustee meetings are held quarterly on a Thursday evening 4-6pm at our premises in South Bridge Resource Centre, 6 Infirmary Street, Edinburgh, EH1 1LT
* Trustees are volunteers who give their time, skills and expertise for no financial gain. Reasonable expenses can be reimbursed in line with our Volunteer Policy
* All Trustees are subject to Protection of Vulnerable Groups and reference checks before appointment is made. These will be arranged by Canongate Youth.

**Application Process**

Interested candidates are asked to send a CV to Clare Jamieson, [clare@canongateyouth.org.uk](mailto:clare@canongateyouth.org.uk) by Monday 1st August. Applicants will then be contacted for an interview and formal appointment will be made by Trustees at the Board meeting at the end of August.