

## **Treasurer for Craigmillar Literacy Trust - Closing date Friday 3<sup>rd</sup> July**

We are seeking a Treasurer to join our small but dynamic Board of Trustees. If you are passionate about literacy and committed to good governance and sound financial practice we would love to hear from you!

Craigmillar Literacy Trust's objective is that every person is empowered through literacy in the community of Craigmillar. We support people's literacy skills by working with children, young people, families, parents and carers and other adults, and across communities.

We deliver a number of projects which include Craigmillar Books for Babies, Craigmillar Stories for Sharing and Express Yourself!

Craigmillar Literacy Trust is governed by an experienced Board of Trustees who meet every 6-8 weeks, with some sub-group meetings as required, to review the overall governance and success of the organisation.

The Treasurer's role is to oversee the financial elements of the organisation, to monitor the financial affairs of the charity and to report to the other Trustees accordingly about the financial health of the organisation in line with charity and legal requirements. It is essential for the Treasurer to have a sound knowledge and understanding of financial management through professional or other experience. Previous experience as Treasurer for a charity is not as essential although desirable. The Treasurer is expected to have an understanding and commitment to the work of Craigmillar Literacy Trust.

### **Application process**

The application process consists of a letter of application and interview. Please see role outline and person specification below. **Closing date Friday 3<sup>rd</sup> July**

Please get in touch with Kara Whelan Director at [karawhelan@craigmillarliteracytrust.org.uk](mailto:karawhelan@craigmillarliteracytrust.org.uk) to request further information or to submit a letter of application. References will be requested. Successful applicants will be required to undergo a Basic Disclosure Scotland Check.

## **Craigmillar Literacy Trust Role of Treasurer**

### **1. Introduction**

Craigmillar Literacy Trust (CLT) has a skilled and enthusiastic Board which seeks to ensure that the CLT achieves its vision that every person is empowered through literacy in the community of Craigmillar. It now seeking a trustee who can take on the role of Treasurer.

### **2. Role summary**

It is the Treasurer's responsibility to monitor the financial affairs of the charity and to report to the other Trustees accordingly about the financial health of the organisation in line with charity and legal requirements. The Treasurer is a member of the Board and therefore also contributes to the governance of the organisation. Financial decisions are made by the Trustees.

The day-to-day finances of the Trust are overseen by the Director. The payroll services are contracted out to Scottish Council of Voluntary Organisations SCVO. The annual accounts are independently examined by an external accountant, appointed by the Trustees. Funding applications are prepared and written by the staff team.

It is essential for the Treasurer to have a sound knowledge and understanding of financial management through professional or other experience. Previous experience as Treasurer for a charity is not as essential although desirable. The Treasurer is expected to have an understanding and commitment to the work of Craigmillar Literacy Trust (CLT).

### **Overall Responsibilities of the Treasurer**

1. To oversee the financial affairs of CLT and ensure they are legal, constitutional and within accepted financial practice.
2. To liaise with the Director to ensure proper records are kept and that effective financial procedures are in place.
3. To monitor and report the financial health of the organisation.
4. To provide advice and oversee the production of necessary financial reports/returns, accounts and independent examinations.
5. To attend Board meetings and other meetings as required.
6. Presentation of Annual Accounts at the CLT Annual General Meeting (AGM).

### **Specifically**

1. To liaise with the Director to oversee the financial viability of Craigmillar Literacy Trust.
2. To make fellow Trustees aware of the financial obligations and take a lead in interpreting financial data to them.
3. To regularly report the financial position at Board meetings.
4. To support the Director to oversee the production of an annual budget before the beginning of the new financial year and propose its adoption at the last Trustees meeting of the financial year.
5. To support the Director to prepare budgets for specific projects and for fundraising.
6. To support the Director with any issues relating to payroll, NI or PAYE and pensions.

7. To ensure that proper records are kept, and that financial procedures and controls are in place.
8. To appraise the financial viability of plans, proposals and feasibility studies.
9. To lead on identifying financial risks and recommending appropriate action.
10. To present the annual accounts/independent examination to the Annual General Meeting.
11. Act as a bank signatory.
12. To ensure the organisation has up to date financial policies – such as financial controls, reserves policy etc. and these should be reviewed annually.

**To enable the organisation to meet its aims, all Trustees perform the following functions:**

- Set and maintain the vision, mission and values of the organisation.
- Develop direction, strategy and planning.
- Ensure the organisation has the structure and resources for its work.
- Establish policies and procedures to govern organisational activity, including guidance for the board, volunteers and staff.
- Establish systems for reporting and monitoring.
- Manage risk and ensure compliance and accountability with the governing document, external regulators and the law.
- Make certain that the financial affairs of the organisation are conducted properly and are accurately reported.

**Person specification for Treasurer**

Please note that anyone who is offered the role of Treasurer will be expected to provide references and evidence of knowledge and experience and to undertake a Disclosure Scotland check.

**Qualifications and Knowledge:**

- Knowledge and experience of financial management - Essential
- CIMA/CIPFA/ACCA/ACA Qualified Accountant or Third Sector finance experience – Essential
- Some knowledge of charity finance and funding - Desirable

**Skills:**

- Able to analyse proposals and examine their financial consequences - Essential
- Preparedness to make unpopular recommendations to the Trustees - Essential
- Willingness to be available to project staff for advice and enquiries - Essential
- Ability to communicate clearly - Essential
- Ability to prepare and present cashflow statements e.g. on Excel spreadsheets - Essential

**Experience:**

- Finalising management accounts - Essential
- Financial Management and Budgets - Essential
- Making Financial Decisions - Essential
- Previous experience of working in Third Sector or of charity finance - Desirable