

Treasurer Role Description

The Treasurer will be appointed as a Board Trustee of the charity, but has the additional responsibility of providing strategic oversight of Cruse Scotland's financial affairs.

Key tasks and responsibilities

- **Financial Reporting**
 - Attend and present financial reports and information to our quarterly Board and Finance and Audit Committees, including preparation of management accounts
 - Manage cashflow and maintain profit and loss sheets
 - Verify the reconciliation of day-to-day processing of incoming and outgoing payments through QuickBooks software following data processing by our Office Manager
- **Audit Management**
 - lead on Cruse Scotland annual audit
- **Strategic Financial Planning**
 - Set the annual budget in collaboration with CEO and colleagues
 - Oversee the successful delivery of annual budgeting, cash-flow and quarterly re-forecasting processes
 - Contribute to advance planning of all aspects of Cruse Scotland finance and provide guidance and support as required
 - Maintain an asset register and manage depreciation journals in QuickBooks
 - Advise on investment options, best value guidance and procurement to CEO and Trustees
- **Financial Governance and Risk**
 - Provide guidance on financial governance, including SORP, HMRC, OSCR, auto enrolment and GDPR
 - Oversee internal controls, processes and procedures as set out in the organisation's Finance Regulations and Schedule of Delegated Authorities
 - Lead on the organisation's approach to identifying, assessing, and managing corporate risk across finance through regular review of our Risk Register

Experience, skills and attributes

- A finance professional. A knowledge of charity finance is an advantage. Otherwise an enthusiasm to learn, drawing from sound commercial experience
- A strategic thinker with an ability to balance risk and opportunity
- Excellent communication skills, exercising the ability to bring the financial information alive to fellow Trustees
- Willingness to play an active role across forecasting, budgeting, liaising with auditors
- Energy, enthusiasm and commitment to the role and values of Cruse Scotland, and who will broaden the diversity of thinking on our board.

Time Commitment

An average of 6 hours per month, more specifically

- one half day per month in person with office manager and CEO as part of ongoing support and financial report preparation
- attending 4 trustee meetings annually, one of which includes the AGM. Meetings are currently held on Friday mornings for 3hrs and range from venues in Glasgow, Edinburgh, Perth and online
- attending 4 finance and audit meetings (2hrs online) held each quarter
- attending 1 strategy day in person per year
- attending 1 volunteer conference per year (generally a Saturday in September)
- trustees are appointed for an initial three-year term of office, and can stand for a further three year term thereafter

This is a voluntary position, but reasonable expenses will be reimbursed