



Beyond Earlston

Treasurer

Role descriptor and job description

The overall role of the treasurer is to maintain an overview of the organisations financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role can also be supported by the development of a finance sub committee. The role and person specification are summarised below.

The treasurer will work closely with the manager to ensure that the finances of Beyond Earlston are kept up to date and presented to the board and others as requested.

General financial oversight

- Oversee and present budgets, accounts and financial statements
- Liaise with the manager about financial matters including funding applications
- Ensure that appropriate accounting procedures and control are in place
- Ensure compliance with relevant legislation
- Follow up and ensure recommendations of the auditors are implemented
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies such as OSCR
- Ensure that monthly outgoings are paid timely and accounted for

Financial planning and reporting

- Alongside the manager present regular financial reports to the committee
- Deliver a presentation of the accounts at the annual general meeting
- Advise on the financial implications of the organisations strategic and operational plans
- Give advice on the fundraising strategy of the organisation
- To ensure that there is no conflict between any investment held and the aims and objectives of the charity

Other

- To chair meetings of the finance sub committee, when required
- To sit on appraisal, recruitment and disciplinary panels as required
- Participation in regular board meetings and to have input where necessary

Qualities and skills preferred

- Experience of financial control and budgeting
- Experience of fundraising and pension schemes
- Good communication and interpersonal skills
- A willingness to be contacted on an ad hoc basis
- Ability to ensure decisions are taken and followed up
- Good timekeeping

Time commitment required

- This role requires an estimated time commitment of 4 hours per month

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Beyond Earlston is the trading name of Earlston Catchment Voluntary Youth Work Services which is
Registered charity SCO43632