

REACHOUT WITH ARTS IN MIND

JOB DESCRIPTION

TREASURER

Grade: Director

Hours: N/A

Location: Reachout With Arts In Mind, Unit 27 & 28, Lime Tree House
Alloa FK10 1EX

Report to: N/A

Accountable To: Board of Directors

Main Duties and Responsibilities

All charity trustees have a legal requirement and responsibility under the Charities and Trustee Investment (Scotland) Act 2005 to follow the general and specific duties detailed in the Act.

The general duties are –

- You must act in the interests of the charity
- You must ensure the organisation operates in a manner consistent with the charity's purpose
- You must act with care and diligence
- You must manage any conflict of interest between the charity and any person or organisation who appoints charity trustees

The specific duties are –

- Charity details must be kept up to date on the Scottish Charity Register
- OSCR must be kept informed of all changes relating to the charity
- Financial records and reporting must be submitted each year
- Taking control of how the charity raises funds
- Information about the charity must be made public

General

- To support and liaise with the Finance & Governance Officer in the reporting of financial affairs to the Board and in external communication
- To ensure that appropriate accounting procedures and controls are in place
- To ensure compliance with relevant legislation and regulatory bodies
- To ensure accounts meet legal and contractual obligations with funders and regulatory bodies (Companies House), and to liaise with financial examiners in the preparation of the annual accounts, where required
- To make a presentation of the accounts at the AGM, and to submit a financial report for the annual report
- To advise on the organisation's reserves policy, and other relevant policies and procedures

Qualities

- Experience of financial control and budgeting
- An ability to make and take decisions in a timely manner where required
- Display tact, diplomacy and powers of persuasion
- Good communication and interpersonal skills
- Integrity and confidentiality
- Good team player

Other Advantageous Qualities

- A knowledge of the third sector and its legal requirements
- An understanding of mental ill health and disability and the impact it can have on individuals and community
- Accountant (CCAB-qualified accountant)

PLEASE NOTE:

The above list of duties and responsibilities is not exhaustive and a range of additional tasks may be required on an ad hoc basis.