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YouthLink Scotland is a company limited by guarantee.
Registered in Scotland No: 164547.
Charity Ref: SC003923

YOUTHLINK SCOTLAND HONORARY TREASURER

Role of Honorary Treasurer

M&As extract

13.1.4 *The Honorary Treasurer shall be an independent person nominated by the Board. The appointment shall be ratified at the AGM which immediately follows. The Honorary Treasurer shall hold office for three years and shall be eligible to serve a second term of three years.*

CORE OBJECTIVE:

The Honorary Treasurer is a key volunteer within the organisation. As part of the Board and Executive Committee* they account for the charity's vision, mission, stated purpose in line with its governing documents and the law, upholding the organisation's values.

The Honorary Treasurer chairs the Finance and Audit Committee and provides the Board with insight into the financial expenditure of the organisation, ensuring that the Board has oversight of the charitable purpose of the organisation, reflected in all expenditure. Working with the CEO and Business Manager the Honorary Treasurer will account** for the overall safety of the organisation's assets and ensure there are systems for recording, monitoring and the correct reporting of all financial transactions.

SPECIFIC FUNCTIONS:

1. Chair the Finance and Audit Committee and contribute to Board meetings;
2. Overseeing the safety of the organisation's assets, financial controls and the charity's financial risk-management process;

3. Ensure there are systems for recording, monitoring and the correct reporting of all financial transactions;
4. Liaise with external auditors to ensure that the annual financial statements are complete and accurate reflecting a true and fair picture of the charity's position in line with regulation and legislation;
5. Ensure that the charitable purpose of the organisation is reflected in all expenditure;
6. Provide Board members with understandable and accurate financial information;
7. Oversee the presentation of budgets, management accounts and the annual financial statements to the Board, liaising with the Business Manager and CEO; and
8. Meet regularly with members of staff responsible for the financial activities of the organisation.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED:

1. Financially qualified (CA, CIMA, ACCA, ACA) or other similar qualification;
2. Understanding of voluntary organisation finances and audit processes;
3. Reporting to board level, audit and knowledge of charity SORP (FRS102);
4. Understanding of commercial accounting procedures and requirements as they apply to YouthLink Scotland;
5. Setting and monitoring investment strategies;
6. Overseeing the preparation of budgets and forecasting, management accounting and statutory financial reporting;
7. Knowledge and experience of effective conducting of meetings;
8. Presentational skills; and
9. Imagination and a sense of humour.

** The Board Executive Committee comprises the Chair, Vice-Chair and Honorary Treasurer*

*** The Honorary Treasurer acts as a guide to other Directors in these matters, but overall financial responsibility lies with the whole Board.*

TIME COMMITMENT:

The annual time commitment is expected to be no more than 15 days per year, this includes:

- Board & FAC meetings (normally 5 per year), usually held in Edinburgh with a hybrid option;
- A 24 hour residential (if considered necessary);
- The AGM;
- Other essential meetings as required.

The minimum term expected as Honorary Treasurer is 3 years.