

## **JOB DESCRIPTION:**

### **Treasurer & Trustee - Clackmannanshire Third Sector Interface**

Clackmannanshire Third Sector Interface (CTSI) is seeking a committed volunteer Treasurer to join the Board of Trustees to support its important work to promote volunteering; the governance and operational support and activities of its third sector members, and development of social enterprises in the Clackmannanshire area.

The Board is seeking a professional in the area of finance, business or accounting who would have the skills to help report on the financial position of the charity and provide valuable advice in terms of risk and on business planning and enterprise developments going forward.

#### **Clackmannanshire Third Sector Interface (CTSI)**

CTSI was set up in 2011 and is funded by Scottish Government to support the third sector locally. The charity has some key national objectives set out by Scottish Government which were reviewed and now include clear direction that TSI's play a more significant role as 'agents of change' within local authority areas in the future. CTSI currently has ten employees and is based in Alloa town centre. It supports hundreds of charities, voluntary groups and social enterprises in the county and across Forth Valley.

The role of Treasurer is one that will be rewarding, interesting and varied for anyone keen to support the wider third sector in the local community and benefit Clackmannanshire and its residents.

Currently the Board of Trustees meet four times a year, normally for no more than two hours, during working hours. There is also an AGM once a year. The Treasurer is not responsible for the accounts administration or independent examining - the role is one of review and reporting on the accounts, working with the Chief Officer and Finance Officer to provide advice and a thorough understanding of the financial position of the charity to the Board of Trustees and ensuring the security of the charity long term.

#### **PRINCIPLE RESPONSIBILITIES**

- To ensure that the finances of the organisation are properly handled in accordance with the organisation's objectives.
- To ensure that the organisation has written Financial Procedures and these procedures are adhered to in practice.

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- To ensure that there is an adequate financial recording and control system in use by the manager and staff.
- To report briefly to the Management Committee regularly on the financial position of the organisation. It should be a short summary written/verbal report for the board meetings.
- To ensure that the Chief Officer and Finance Officer have the accounts audited or examined by an Independent Examiner and they have all the records that they require to carry out their inspection.
- To present the year-end Financial Report at the Annual General Meeting to members.
- To support the Chief Officer in financial planning, produce a budget for both income and expenditure and carefully monitor throughout the year the actual income and expenditure against that budget and report on any areas of concern.
- To provide guidance and support to the Chief Officer and Board on investment decisions, risk management and financial planning.
- Advising the Board on financial strategy and financial matters that arise.

The Treasurer can be either from a member organisation or be a co-opted member in position for up to three years, with a one year extension if required. If the person is a representative of a local third sector organisation and as such, a member of CTSI, then they can hold the position for up to six years in total. It is not required that the person is living in Clackmannanshire but it is hoped they have a genuine desire to help its communities and third sector activities. Expenses can be provided if required.

### **Other responsibilities**

- To determine the overall direction and development of CTSI through good governance and clear strategic planning.
- To assist the Board in achieving the objectives of the strategic plan.
- To participate in Board project subgroups as required.
- A good understanding of CTSI's work, an ability to monitor and provide input to progress with a task.
- Strategically assess where a task fits into the overall organisation strategy and to work with CTSI staff to ensure the agreed outcome.
- Contributing knowledge from own experiences to help implement CTSI's strategies.
- Understand risk assessment required working with CTSI's strategies.
- Support and encourage the Board in their work and to design and facilitate the organisation's approach to achieving strategic objectives.
- Be an active champion of the organisation.
- Build relationships and rapport between Board and staff. Supporting and motivating all staff, recognising exceptional work which goes over and above expectations.
- Encourage and support CTSI's values and culture.
- Attendance at Board meetings and the AGM

### **Qualities of a director**

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**Registration Details:**  
Charity No: SC042543  
Company No: SC396838

## **Desirable**

- A working knowledge and understanding of the Scottish Governance Code for the Third Sector, an understanding of good governance, OSCR, Companies House requirements, relevant legislation, and statutory requirements.
- An understanding of the challenges facing small charities in maximising income streams, maintaining sustainability, and developing new business.
- An understanding of CTSI's constitution.
- Excellent written and verbal communication skills.
- Knowledge of the local voluntary sector.

## **Time commitment and location**

- The board meets at least 4 times a year plus the AGM. All Directors must either be or become members CTSI. Papers for the Board will be issued one week before the meeting.
- You may be asked to be a member of a sub-committee which will meet as often as required to achieve the agreed outcome.
- Treasurer normally meets with the Chief Officer prior to the board meeting and once bi-monthly financial papers are completed for a review and short discussion.

For an informal discussion on the role, please contact Anthea Coulter, Chief Officer & Business Manager on 07977142605 or email for more information or to meet to discuss the role at [anthea.coulter@ctsi.org.uk](mailto:anthea.coulter@ctsi.org.uk).

This post is exempt from the Rehabilitation of Offenders Act 1974 by the (Exclusions & Exceptions) (Scotland) Order 2003 as such appointment will be subject to a satisfactory Enhanced Disclosures.

*Updated August 2021*