

Treasurer job description

North Yorkshire Scouts are seeking a volunteer Treasurer to join our Trustee Board. We're keen to hear from enthusiastic individuals, ideally with experience in accounting, finance or other Treasurer roles. Previous experience with Scouts is not necessary but is advantageous.

North Yorkshire Scouts is a large charity, supporting 6500 young people with 2500 adult volunteers, covering the counties of York and North Yorkshire. Our County Team provides resources for the Districts and Groups below us, including organising large-scale events at scale, hiring out of equipment and assets, and coordinating national schemes such as the Annual Capitation fee to Scout HQ, and the World Scout Jamboree financial contributions from our county.

The Role

As an integral part of our organisation, the Treasurer will also be a Trustee, and will participate in Trustee discussions and decisions. The Treasurer will be responsible for the organisation's strategic financial practices, including regular reviews to safeguard the organisation's financial position. Day to day finance is looked after by a financial administrator, who looks after tasks such as chasing unpaid invoices and expenses claims.

Main Responsibilities

- Strategic oversight of our charity's finances, such as making sure Groups / Districts / Counties are collecting all membership fees and making all payments to Scout HQ.
- Leading the Trustee Board in the creation of budgets and financial planning and monitoring of these.
- Reviewing and presenting details about income and spend with other Trustees.
- Making sure Gift Aid is being claimed.
- Providing strategic advice on investments, legal responsibilities and banking, including managing policies regarding finance and investment.
- Ensuring that all financial reports, annual statements of account and supporting documents (including receipts, cheque books and bank statements) are maintained accurately and in accordance with legal regulations.
- Prepare the Annual Statement of Accounts for independent examination and approval by the Trustee Board, and presenting these at the Annual General Meeting.
- Administering the process of Independent Examination of the Annual Statement of Accounts in accordance with the Scouts' Policy, Organisation and Rules.
- Membership and attendance of the Finance sub-committee.

Requirements:

- Experience in accounting or finance (essential)
- Experience in Trustee/Treasurer roles (desirable)
- Knowledge of preparing and comparing budgets (essential)
- Highly organised with attention to detail (essential)
- Experience with Quickbooks, Xero or similar digital accounting packages (desirable - training can be provided)
- UK Law states that Trustees must be aged over 18, and do not appear on the Individual Insolvency Register, the Register of disqualified directors or the Register of persons who have been removed as a charity trustee.
- If you are not yet a Scouts member, then you will need to join our organisation, which will involve completing a DBS certificate and undergoing basic, online training in Data Protection, Safety and Safeguarding.

Other essential criteria

The Trustee Board meets approximately 5 times a year. Our Treasurer also participates in our Finance sub-committee, which also meets approximately 5 times a year. These meetings are usually held online, and occasionally in-person at our head office in Thirsk. We pay reasonable volunteer mileage expenses to ensure that the cost of travel is not a barrier to prevent someone supporting our charity. Our meetings take place in the evenings or, rarely, on a weekend. Therefore this role can be performed by someone who has a full time paid employment or other responsibilities as well. We expect our Treasurers to undertake 4 hours work a month to support this role.

Appointment term

Our Treasurer's expected term length is **3 years**.

Remuneration and expenses

In common with other registered charities, there is no remuneration directly associated with the role, although the Association will reimburse fully for all reasonable and properly documented expenses incurred in performing duties in accordance with the Association's Expenses Policy.

How to apply

If you are interested in the position and would like to apply, please complete [this form](#). The closing date for applications is 01/10/25. If you would like to discuss the role in more detail, please contact Hannah Eustace at hannah.eustace@nys.org.uk.