

**TREASURER’S ROLE DESCRIPTION**

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| **Register No.** | 09GB |
| **Approved by Board** | 22nd August 2019 |
| **To be Reviewed** | August 2022 |

**About Scottish Mentoring Network**

Scottish Mentoring Network has been in existence since 1997 originally as an informal grouping of individuals and organisations interested in mentoring.

Since then, the number of organisations involved in mentoring has increased dramatically, as has the range of provision across all sectors. With funding from the Scottish Executive in April 2005 we were able to formalise the organisation, employ our first National Development Manager and develop a planned programme of work / activities over a 2 year period.

The continuation of core funding from the Scottish Government allowed us to further develop the role of SMN and now we have a whole suite of services which our members can benefit from. Our local and thematic networking events enable members to share best practice and make connections, and our website allows members to have their own profile for their mentoring project. We have developed a Project Quality Award and Training courses which help our members to undertake continued development of their mentoring practice and demonstrate that their project meets the Quality Practices detailed in the SMN Good Practice Guide.

SMN continues to develop products and services for our members and strives to support mentoring projects across all sectors in Scotland through raising awareness of the impact of high quality mentoring on life chances and influencing the development of policy, practice and resources.

1. **Introduction** 
   1. This role description sets out the main duties and responsibilities that are attached to the office of Treasurer of Scottish Mentoring Network.
   2. This description has been prepared in the context of our strategic objectives and operating environment, as assessed by the Board for the period 2019-2022.
   3. It reflects the principles of good governance and takes account of:

* Scottish Mentoring Network’s Articles of Association;
* relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR);
* obligations of a company limited by guarantee;
* the governance standard set by the voluntary Scottish Governance Code for the Third Sector.
  1. The duties described here are additional to those set out in the role description for Trustees/Directors, i.e.

The governance responsibilities of a board of trustees/directors can be described as ‘**monitoring the present and creating the future**’.

Monitoring the present

* Ensuring compliance with the governing document and legal requirements.
* Ensuring all relevant policies and procedures are in place including those for staff management.
* Reviewing and managing risk.
* Monitoring spend against the agreed budgets.
* Safeguarding assets by maintaining a register of assets, ensuring prudent money management and having adequate insurance cover.
* Monitoring and evaluating SMN’s performance against planned outcomes and activities and identifying learning opportunities.
* Reviewing the performance of employees.
* Reviewing Board performance.

Creating the future

* Thinking ahead.
* Keeping focussed on vision, mission and values.
* Strategic planning.
* Succession planning (trustees and chief officer).
* Investing in staff and board development.

Governance does not mean management; that is the responsibility of the staff.

1.5 The role of treasurer is voluntary and unpaid, however SMN will reimburse Directors for reasonable travel expenses.

1.6 In accordance with the SMN Articles of Association, no Director may remain on the Board of Trustees for more than 8 years.

1. **Primary responsibilities**
   1. The Treasurer’s primary responsibilities are to:

* Monitor the administration of SMN’s finances
* Assist the Chair and the Chief Executive in ensuring that the Board of Trustees/Directors fulfils its duties and responsibilities for the proper financial governance of SMN;
* Over-see SMN’s management of its financial risks, as outlined in the Risk Register
* Scrutinise all financial accounts and related reports from the Chief Executive and report to the Board;
* Signing off SMN bank reconciliations and management accounts
* Advise SMN’s Board on financial matters;
* Prepare, in conjunction with the Chief Executive, the Trustee’s Annual Report for the annual accounts;
* Act as a counter-signatory on cheques and other banking transactions, as appropriate;
* Liaise with the appointed accountant/auditor, as required;
* Ensure that SMN complies with its regulatory and statutory obligations

In respect of its finances

2.2 The time commitment involved with this role includes attending quarterly Board meetings and ad hoc meetings (for example when required to attend sub groups), or other ad hoc support to the Chief Executive. The treasurer will be required to provide additional support during preparation of annual accounts.

1. **Review** 
   1. This role description was approved by the SMN Board on 22nd August 2019 and will be reviewed no later than August 2022.

**4. Person Specification**

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|  | ***Essential*** | ***Desirable*** |
| ***SKILLS/ EXPERIENCE/ KNOWLEDGE*** | Significant previous experience in financial management  Knowledge of financial processes and procedures  Previous experience in managing an organisation  Ability to think strategically and effectively communicate ideas | Accountancy or book-keeping qualification  Experience of using Xero accounting software  Previous experience as a Director on Charity’s Board of Trustees  Knowledge of mentoring theory and practice  Knowledge of charity financial management |
| ***QUALITIES*** | Able to work constructively as part of a small team.  Willingness to travel and represent SMN at various events  Ability to contribute to quarterly board meetings  Ability to support the SMN team with financial management queries | Experience in a leadership role |