

ROLE DESCRIPTION | TREASURER (BOARD OFFICE BEARER)

The Treasurer is an Office Bearer of Children's Health Scotland and a member of the Board. The role is responsible for providing strategic oversight of the organisation's financial health, sustainability and integrity, ensuring that effective financial systems, controls and reporting are in place in line with legal and regulatory requirements. The Treasurer works closely with the Chair, Board members and Chief Executive to support sound financial management, informed decision-making and long-term sustainability of the charity.

Key Responsibilities

- To maintain an overview of Children's Health Scotland's financial affairs, ensuring its financial viability and sustainability.
- To ensure that proper financial records, procedures and controls are maintained.
- To support the Board in fulfilling its duties relating to financial governance, risk management and accountability.
- To ensure the charity operates in accordance with OSCR requirements, charity law and relevant financial regulations.
- To provide assurance to the Board on the organisation's financial position, risks and future planning.

Key Duties

The Treasurer provides oversight and scrutiny rather than undertaking day-to-day financial management, which is delivered by staff and external support. Working alongside the Chief Executive, and Finance Officer (AG Accounting), the Treasurer will:

- Support the understanding of financial information across the Board, ensuring all trustees can make informed decisions.
- Oversee, review and present budgets, management accounts and annual financial statements to the Board.
- Monitor the charity's financial performance, including income, expenditure and reserves, and advise on implications.
- Ensure that appropriate financial policies, controls and procedures are in place and regularly reviewed.
- Support the identification, monitoring and mitigation of financial risks, contributing to the charity's risk register.
- To ensure compliance with statutory reporting requirements, including accounts submission and independent examination/audit.
- Advise the Board on the financial implications of strategy, plans and new initiatives.
- Ensure the charity has appropriate reserves and (where relevant) investment policies.
- Ensure that the charity's resources are used efficiently and in line with its charitable purposes.

Additional Responsibilities as a Trustee and Office Bearer

- To contribute actively to the Board's role in strategic leadership, governance and decision-making.
- To act at all times in the best interests of the charity and its beneficiaries.
- To support and constructively challenge where appropriate, particularly on financial and risk matters.
- To uphold the organisation's values and maintain public trust and confidence.
- To maintain strict confidentiality regarding sensitive financial and organisational information.

Accountability

The Treasurer is accountable to the Board of Children's Health Scotland and, through them, to stakeholders including children and young people, families, carers, funders, regulators (including OSCR) and partners.



PERSON SPECIFICATION

Knowledge & Experience

- Experience of financial management, budgeting or accounting
- Understanding of charity finance and governance (or willingness to learn)
- Ability to interpret and communicate financial information clearly

Skills and Qualities

- Strong analytical and strategic thinking skills
- Attention to detail and sound judgement
- Ability to work collaboratively with Board members and Chief Executive
- Commitment to the aims and values of Children's Health Scotland