



Role Description

Board:	Treasurer
Location:	Lanarkshire Carers
Time Commitment:	10 Full Board Meetings per year, AGM's, EGM's and working/sub group meetings as required

Lanarkshire Carers Centre Ltd, operating name Lanarkshire Carers

Lanarkshire Carers works with and for carers to develop and deliver services that make a positive difference to their lives.

We place carers at the heart of our organisation to ensure the services we offer are effective and accessible, regardless of personal circumstances or caring situations.

Our Vision

"To develop and deliver services that make a positive difference to the lives of carers in Lanarkshire."

The vision of Lanarkshire Carers is underpinned by a commitment to place carers at the heart of the organisation and ensure that our services are as effective and accessible regardless of personal circumstances or caring situations.

Our Mission

"To ensure that carers in Lanarkshire are well informed, involved, supported, and empowered."

The mission statement of Lanarkshire Carers is underpinned by the values of the organisation that are embedded in everything we do.

Our Aims

Lanarkshire Carers works to empower carers to take a full part in all areas of its work and believes that carer involvement should be more than consultation. It should empower carers to take a central role in designing, developing and delivering services and to take ownership and responsibility for services.

Lanarkshire Carers is a valuable resource to carers, carers groups and organisations. Our aims:

- Carers in Lanarkshire are identified to ensure that they are informed, supported and empowered to manage and sustain their caring roles
- Carers can access breaks from their caring role and enjoy a life outside caring
- Preventative and emotional support is available to carers at an early stage and ongoing throughout their caring journey
- Carers have a voice which is heard, listened to and effective
- Carers receive training and development relevant to their caring role
- Communities and partner organisations are aware of carers and their issues
- Ensure carers are aware of their rights and are recognised and valued as equal partners in care

Role summary

The Treasurer will work closely with the CEO, Finance Coordinator, Board of Directors and Senior Management Team to ensure Lanarkshire Carers have robust finances and operate to meet the needs of carers in Lanarkshire.

Attend Finance Sub group meetings and oversee the Senior Management Team's delegated authority in relation to all financial matters on behalf of the board.

Act as a counter signatory in line with our accounting procedures.

Support the organisation and fellow Board Members to set and maintain the vision, mission and values of the organisation.

Main responsibilities of the Treasurer

Financial Control

- Oversee and support the Board of Directors to ensure all strategic plans are financially appraised and budgets are aligned to both short term and long term objectives each year and propose their adoption at the last meeting of the previous financial year.

Management Reporting

- Guide and advise fellow Board Members to formally approve the annual report and audited accounts.
- Make fellow Board Members aware of their financial obligations and take a lead in interpreting financial data to them.

In relation to Governance

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Ensure proper records are kept and that effective financial procedures are in place.

Qualities of a Treasurer

Essential

- Knowledge of charity SORP and impending changes.
- Knowledge of Charities and Trustee Investment (Scotland) Act 2005.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of directorship

Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Qualified accountant with demonstrated commercial awareness and knowledge.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy,

understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.

Time commitment and location

- The Board of Directors meets at least 10 times a year and the Treasurer is expected to be available.
- You will be a member of a financial sub group which will meet 11 times in a year.
- Board meetings are held at the organisation's premises or virtually.
- There may be other meetings which take place during the year, which you will be invited to.

July 2021