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**Board Member & Treasurer: Role Description**

**Overview**

The Welcoming Association is seeking a Treasurer to help take forward its strategy for a more welcoming, diverse, and inclusive city of Edinburgh. The current Board of Trustees and staff are a highly dedicated, committed and passionate set of people with a wide range of backgrounds and experiences, and we are excited to open up the opportunity for a new Board Member.

The Treasurer is a key volunteer role within our governance structure. As our Treasurer you will work closely with the Chief Executive Officer, Chair, and Finance Manager to advise the Board of Trustees on all aspects of business management and finance matters related to the work of the Welcoming Association.

The Finance Manager manages day-to-day accounting and banking processes and has primary responsibility for the preparation of finance documents and reports.

The Board meets quarterly for two hours, and once a year has an away day to reflect on our work and set strategy and plans for the coming year. The Board is responsible for the overall strategic management and development of the organisation. Day-to-day management of the charity is delegated to the CEO Tesfu Gessesse.

Additional opportunities to support the Welcoming Association’s staff and community on specific areas of interest and priority are also available depending on the Board Member’s interests and experience.

Below is an outline of the main responsibilities of Board Members and the overall skills required on the Board. We fully anticipate that not all Board Members will join already having all pre-existing experience or fully understand all responsibilities and ensure that the support and orientation is in place to fill any gaps. We welcome expressions of interest and setting up an initial conversation to explore potential fit.

People from Black, Asian, Ethnic Minority, LGBTIQA and refugee and immigrant communities are particularly encouraged to apply.

**Main Responsibilities**

* Ensure that the finances of the Welcoming Association are properly handled in accordance with the organisation’s objectives.
* Provide guidance and support to the CEO and Board on investment decisions, risk management and financial planning.
* Ensure that the Welcoming Association has written financial procedures, and these procedures are adhered to in practice.
* Support the Finance Manager in the preparation and review of the (1) quarterly management accounts; (2) annual budget; and (3) annual report & accounts.
* Attend the AGM (usually in November) to present the annual report & accounts.
* Attend the quarterly Board meetings and provide the trustees with an update on financial performance and risk.
* Provide oversight and guidance on the internal control framework.
* Maintain a direct relationship with the external auditors and participate in audit planning and close meetings.
* Regularly liaise with the Finance Manager to ensure smooth financial operations.
* Authorised signatory for bank accounts.

**The Treasurer is also expected to contribute to the wider strategic objectives of the Welcoming Association. These responsibilities include:**

* Set and maintain the vision, mission, and values of the Welcoming Association
* Develop direction, strategy and planning
* Be collectively responsible for the actions of the organisation and the Board
* Help the Board reach sound decisions by attending meetings, reading Board papers in advance, actively participating in discussions, and when relevant leading discussions in areas of expertise and providing advice and guidance relevant to the area of the organisation’s work in which the member has experience
* Appoint and support the CEO and monitor their performance (led by the Chair, with the support of other Board Members)
* Participate in other tasks as arise from time to time such as interviewing new senior staff and attending community events
* Keep informed about the activities of the Welcoming Association and wider issues which affect its work
* Safeguard the good name and values of The Welcoming Association
* Represent the Welcoming Association at meetings and public events as needed
* Ensure the organisation applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in the objectives, however worthwhile they may be.
* Ensure that the Welcoming Association complies with its governing document, charity law, company law and any other relevant legislation or regulations

**Person Specification**

The Treasurer is expected to be professionally qualified (CA, CIMA, ACCA, ACA, or other similar designation) with experience working or volunteering in a finance-based role as an accountant, financial controller, financial director or similar.

The candidate should ideally have experience of: (1) reporting financial performance to Board members; (2) preparing budgets and forecasts, management accounting and statutory financial reporting; (3) charity accounting requirements and other relevant legislation; and (4) internal control frameworks.

In addition, each Board member must also have:

* A commitment to the values and the vision of the Welcoming Association
* A willingness to devote the necessary time and effort to the role
* Integrity
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship (for those who have not been a Board Member before, and are not familiar with the role of a trustee, we will go over this with you)
* An ability to work effectively as a member of a team and to take decisions for the good of the Welcoming Association

The Board of Trustees collectively needs skills and experience in:

* Migrant and refugee issues and experience
* Financial management
* Business development
* Fundraising
* National and local voluntary sector, government, and statutory bodies
* Human resource management
* Communications and marketing
* Quality assurance, monitoring, and evaluation
* Research and advocacy
* Safeguarding, participant rights and policies and operations