

## Treasurer, CRNS

### ROLE DESCRIPTION:

<b>Role Title:</b>	Treasurer
<b>Location:</b>	Remote and attending Board meetings
<b>Salary:</b>	Unpaid voluntary position, reasonable expenses will be reimbursed
<b>Key Relationships:</b>	Other Board Directors, Chair, CEO and Finance Officer, Other Staff, Wider stakeholders (funders, politicians etc).

This role description sets out the specifics for role of Treasurer, in addition to (i.e. without repeating), the wider responsibilities and tasks set out in the role description for Director and Trustee. The two documents should be considered together.

#### Background

Community Resources Network Scotland (CRNS) is Scotland's national reuse, repair and recycling charity. CRNS's vision is to see a more circular economy in Scotland. Key to CRNS's identity is that it is a membership organisation – it exists to support its members who are delivery community resource activities across Scotland.

#### Role Purpose

Whilst all Board Directors and Trustees have equal legal responsibilities the Treasurer has a specific role to oversee the financial wellbeing and controls of the organisation.

#### Key Responsibilities and Tasks

The Treasurer has the following specific responsibilities:

1. Oversee the financial affairs of CRNS and ensure they are legal, constitutional and within accepted accounting practice.
2. Ensure proper records are kept and that effective financial procedures and controls are in place (e.g. approval of large payments, bank transfers, payroll etc).
3. Monitor and report on the financial health of the organisation.
4. Oversee the production of necessary financial reports/returns, accounts and inspections/audits.
5. Liaise with the CEO and Finance Officer to ensure the financial viability of the organisation.
6. Make fellow Directors and Trustees aware of their financial and legal obligations and assist in interpreting financial information for them.
7. Regularly report financial position at board meetings and at the AGM.
8. Oversee the production of the annual budget and financial accounts.
9. Advising the wider Board on the financial viability of key plans or strategies.
10. Lead on appointing the independent examiner / auditor.

## PERSON SPECIFICATION

The successful candidate must be able to demonstrate the essential criteria below.  
Desirable criteria will primarily be used to distinguish between closely matched candidates.

Criteria	Essential	Desirable
<b>Personal Attributes</b>		
A willingness to serve as Treasurer.	✓	
Willing to commit the time required to hold regular meetings with CEO and Finance Officer and perform the wider responsibilities of Treasurer.	✓	
A commitment to financial integrity, confidentiality and transparency as appropriate.	✓	
Ability to complete agreed actions on time and to a high standard.	✓	
A commitment to ensuring sound financial management of the organisation.	✓	
<b>Key Skills</b>		
Enjoys the confidence of the wider board.	✓	
Possesses a sound grasp of financial and numerical information.	✓	
Willingness to ask probing questions and get into detail when required.	✓	
<b>Experience</b>		
Has experience of managing finances in an operational, managerial or accounting role.		✓
May possess financial, business or managerial qualifications (CISA, ACA etc). This is an advantage and not a requirement.		✓