



## Honorary Treasurer Recruitment Pack.

Thank you very much for your interest in the role of Honorary Treasurer with Cancer Support Scotland. As a previous Hon. Treasurer for the charity myself, I can say with confidence that this is a rewarding role which makes a massive impact on the charity.

With a new CEO and Chair in position this is an exciting time for the charity. We have a big year ahead as we review our services and plan for our 40<sup>th</sup> Anniversary.

Cancer Support Scotland are looking for an Honorary Treasurer who has the energy, skills, passion and confidence to work in collaboration with the other Board of Trustees, our Finance & Risk Committee, our CEO and other key stakeholders.

If you have any questions about the role or would like to arrange an informal chat with me please email our CEO, Rob Murray: [rob.murray@cancersupportscotland.org](mailto:rob.murray@cancersupportscotland.org).

With warm wishes,

Jack Ogston  
Chair  
Cancer Support Scotland

### About Cancer Support Scotland:

Cancer Support Scotland is here to provide emotional and practical support to those affected by cancer. Offering counselling, complementary therapy, stress management and podiatry through one-to-one and groups based methods.

Founded by Sir Kenneth Calman in 1980, Cancer Support Scotland is dedicated to supporting people affected by cancer. The charity, formally known as "Tak "Tent", is based within the grounds of Gartnavel Hospital, Glasgow and also has outreach services located across the west and central Scotland.

In the last year Cancer Support Scotland has offered over 6,000 appointments and demand for our services is steadily rising. This means the charity needs to be as strong as it can be in terms of fundraising efforts and having the very best people.

### Cancer Support Scotland's Governance:

CSS is a registered charity and a company limited by guarantee. CSS's trustees are registered as directors at Companies House. Cancer Support Scotland is governed by a board of Trustees, which comprise of:

- the Chair
- the Hon. Treasurer
- trustees elected by Cancer Support Scotland
- up to three co-opted Trustees

Trustees serve for an initial term of three years and can be re-elected for a second term of three years.

Cancer Support Scotland also has a number of committee that report to the trustee board:

- Finance & Risk: provides scrutiny on matters of audit, risk, pensions, investments, finances and internal controls
- Services: provides scrutiny on matters of service quality performance indicators as well as a voice for people using our services to feed in views
- Fundraising: provides scrutiny on fundraising practices as well supporting the fundraising strategy of the charity
- Property: provides scrutiny on the ongoing property maintenance programme, health & safety and overseeing new developments

### **The role:**

We are looking for a committed and highly organised individual who will join our board of Trustees as Honorary Treasurer. This role is vital in taking accountability for the financial aspects of Cancer Support Scotland, maintaining an overview of the organisation's financial affairs, ensuring financial viability and ensuring relevant regulatory requirements are met.

Our ideal candidate would have experience of managing finance and accounts, excellent organisational skills and be a strong communicator.

### **Honorary Trustee Responsibilities**

#### Specific to Hon. Treasurer

- Overseeing, approving and presenting budgets, accounts and financial statements with the Chief Executive and Chair
- Being assured that the financial resources of the organisation meet its present and future needs
- Budgets: support the preparation of the annual budget for approval by the Board before the beginning of the financial year
- Making a presentation of the accounts at the annual general meeting
- Advising the board on the financial implications of the organisation's strategic plans.
- Ensuring statutory returns are made to any relevant regulators and meet financial best practice
- Ensuring the accounts are audited and any recommendations of the auditors are implemented appropriately

This is a voluntary role and trustees receive no remuneration. Reasonable expenses can be claimed in line with the Cancer Support Scotland expense policy.

### **Personal Profile**

- Qualified Accountant or similar experience
- Commitment to the mission of Cancer Support Scotland
- Strong financial management experience
- Working knowledge of accounting procedures and legalisation
- Experience of financial strategy and financial modelling
- Excellent interpersonal, written, and verbal communication skills.
- First class digital skills with the ability to work with relevant packages: Office 365.
- A strong team player with the ability to work in collaboration across the charity



- Ability to work flexibly in response to changing organisational requirements.
- Good, independent judgement
- Willingness to speak their mind

#### **Time commitment**

Trustees are expected to attend quarterly evening board meetings (6-9pm) and one strategy away day per year. The Hon Treasurer is also expected to attend quarterly Finance & Risk Committee meetings and be present at the annual general meeting.

#### **How to apply**

To apply, please send your CV and a tailored covering letter to Anne-Marie Brew [recruitment@cancersupportscotland.org](mailto:recruitment@cancersupportscotland.org) by 12noon on 13 March 2019.

Following this an informal interview will take place with the Chair and Chief Executive Officer in March 2019.