

Role profile: Treasurer

Number of post holders: 1

Purpose of role

- monitor and manage the Icon Scotland Group's finances, including an annual allocation from Icon central for the running of the group and any other grant funds that the Committee brings in (e.g. from Historic Environment Scotland)
- coordinate payment of committee and event expenses; managing income
- undertake reporting of all income/expenditure for auditing purposes
- maintain financial records

Responsibilities

This role holds responsibility for the fair and transparent financial working of the committee as part of a charity. Decisions about how available funds are to be allocated are made at a committee, and not individual member level.

- provide guidance on how available funds might be best used to benefit the functions of the committee, the membership and wider society as recipients of Icon's charitable activity.
- coordinate online transfers to pay committee members' expenses (to attend meetings) and event-related expenditure (e.g. catering, venue hire)
- attend Icon Scotland committee meetings (4 per year plus AGM, some online and some in person) and report back on financial performance (or ensure Vice Treasurer attends and reports back)
- attend Icon Treasurers meeting (annual - online)
- maintain financial records on the committee's Google Drive
- ensure processes are followed according to the Icon Treasurers' guide
- liaise with Chair and Event Coordinator during event planning stages especially annual Plenderleith Lecture
- maintain digital invoices and receipts; liaise with Icon's central team to manage payments
- lead on compilation and submission of annual committee budget each January
- contribute to applications for, and reporting on, externally-funded grants

Person Specification:

- good standard of numeracy
- tactful approach
- confident communicator
- confident spreadsheet user
- access to telephone and email facilities
- certain that in addition to current commitments they have the time available to take on the responsibilities of this role

Beneficial CPD Outcomes for post-holder

- Improved networking and links with conservators and heritage organisations in Scotland and beyond
- Improved knowledge about voluntary sector workings and governance procedures
- Improved knowledge of other disciplines through links with Group Treasurers
- Transferable skills as a Treasurer/budget holder for other charity/professional body organisation including budget forward planning and monitoring; financial reporting in line with agreed internal guidelines and national legislation; negotiation and communication skills; understanding of (charity) financial business management.
- Event planning
- Delegation and team working
- The Treasurer is a well-defined role within the Committee so could be the ideal post for someone who wants to get involved in the committee whilst having a clearly delineated and specific set of tasks to keep track of

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