



## Role Description – Group Treasurer

**Outline:** The Treasurer will provide sound financial administration, support and information to the Trustee Board and Group in accordance with the Policy, Organisation and Rules of The Scout Association.

**Responsible to:** The Group Scout Council.

**Appointment requirements:** Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies).

It's expected that whilst volunteering for this role you will undertake regulated activity.

### The Responsibilities of the Treasurer:

- Manage and monitor the financial activities of the Group and its Sections and Trustee Board.
- Act as Treasurer for the Group Scout Council.
- Prepare and present financial reports and accounts to the Trustee Board.
- Leading the Trustee Board in the creation of budgets and financial planning and monitoring of these.
- Ensuring that all financial reports, annual statements of account and supporting documents (including receipts, cheque books and bank statements) are maintained accurately and in accordance with legal regulations.
- Ensuring that the Group is financially able to function, has appropriate reserves and accounting procedures and controls in place.
- Prepare the Annual Statement of Accounts for independent examination and approval by the Trustee Board and presenting these at the Annual General Meeting.

- Administering the process of Independent Examination of the Annual Statement of Accounts in accordance with Policy, Organisation and Rules.
- Membership and attendance of any finance working groups or sub-Committees set by the Trustee Board where appropriate.

### **General Trustee Board Responsibilities:**

- To be a full and active participant in Trustee Board meetings and activities.
- To uphold the responsibilities of a Trustee Board as outlined in The Scout Association's Policy Organisation and Rules.
- Willingness and eligibility to act as a Charity Trustee for the Group.
- Contribute to the strategic aims and future development of the Group.
- An understanding of their own role and the role of others on the Trustee Board.
- A commitment to understanding and forming opinions on the key discussion points and responsibilities of the Trustee Board.
- Willingness to complete various tasks which support the work of the Trustee Board and aims of the Group.

### **Skills for a Treasurer:**

- Strong organisational skills
- Strong communication skills
- Ability to work as part of a team
- Able to think creatively and solve problems
- Previous experience of financial management or the role of a charity treasurer
- Able to analyse financial information effectively
- Good IT skills
- Ability to summarise financial information for different audiences
- Willing to speak one's mind and listen to the views of others.
- Able to maintain independent and objective judgement

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