



Treasurer Vacancy

[About Edinburgh Young Carers](#)

Edinburgh Young Carers (EYC) is a sector-leading body and operates to help young people with caring responsibilities across Edinburgh. We are committed to giving young people the very best support and opportunities via a range of high quality and person-centred services. We ensure a rights-based approach to our work: young carers are actively involved in shaping our development, from raising awareness of their needs to helping us deliver change through campaigning efforts.

[About this Opportunity](#)

EYC is seeking to appoint a Treasurer to join its Board of Trustees.

The Board of EYC operates at a strategic level and delegates responsibility for the day-to-day management and running of the organisation to staff, through the Chief Executive.

The Treasurer monitors the financial management of the charity and advises the Board regarding the overarching strategic management of our financial resources.

The Treasurer also acts as a counter-signatory as needed for funding applications and financial transactions and supports timely compliance with relevant regulators and financial duties.

They will work closely with the Board, Chief Executive and Finance Team with the following objectives:

- Provide financial oversight in line with the charity's purposes, mission and values
- Advise the Board on its duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in compliance with governance, legal and regulatory requirements
- Advise the Board on the financial implications of the charity's strategic plans and oversee the charity's financial risk management process
- Advise the Board on the development and implementation of financial reserves, cost management and investment policies
- Guide and advise Trustees to formally approve annual audited accounts
- Provide ad-hoc support to the Finance Team
- Share duties as a Trustee with the other Trustees.

Expectations of Board Members

Being a Board member is a voluntary role which carries legal responsibilities that are the same as those of a company director. Every Board member shares the same level of responsibility regardless of their background. Members will offer life experience and/or professional expertise.

Remuneration

The role of a Board member is a voluntary one and has no remuneration attached to it, however appropriate and reasonable expenses incurred by members will be reimbursed.

Time Commitment

There are two key times of the year where Treasurer input is likely to be needed:

- Financial year end
- During annual audit and preparation of accounts.

Trustees are also asked to commit time to the following:

- 6 Board meetings yearly and the Annual General Meeting
- Participation in sub-committees as needed
- Induction and training time.

Most Board and Committee meetings are held on a Monday evening in Edinburgh. If unable to attend every meeting in person, there is flexibility to take part online.

Essential Skills and Knowledge

- Experience as a qualified accountant
- Familiarity with accountancy software, e.g. SAGE
- Proven ability to communicate and explain financial information to stakeholders
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and accepting the legal duties and responsibilities of Trusteeship.

Desirable Skills and Knowledge

- Knowledge of the charitable sector
- Knowledge of charity finance, incl. SORP
- Knowledge and experience of the Health and Social Care sector.

Applications & Queries

For further details, please contact Chloe Sklaroff, Finance & HR Support Manager on chloe.sklaroff@youngcarers.org.uk or call 0131 475 2322 / 07801 831975.

To apply for this role, please send your CV and covering letter to Chloe at the above email address.