

Take the next step in your volunteering journey and become our Treasurer.



## Hello...

Thank you for your interest in applying for the voluntary role of Treasurer.

This is a vital role within Cancer Support Scotland and without you and other volunteers' proper governance and support would not happen.

We know first-hand the benefits of volunteers – quite simply it is good for your wellbeing. By volunteering with Cancer Support Scotland, you will be able to boost your wellbeing, learn new skills, meet new people, and know that you are supporting the wellbeing of those affected by cancer across our nation.

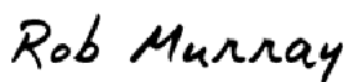
This could not be a more exciting time to join our Trustee Team. We are at the start of an exciting journey with our new Chair (Elect)- Suzanne George coming in this September and looking at how we deliver our services in a Covid-19 world. This will involve strategic discussions about our future and how we ensure a sustainable future.

On top of this we are starting to bring back our face-to-face services. For the first time in our 40-year history we were forced to deliver virtual wellbeing support to those affected by cancer. As we learn to live with Covid-19 we are excited about the opportunities to deliver our services in person and digitally.

Thank you in advance for your interest and I hope you will be inspired to join the charity.



Jack Ogston  
Chair of Trustees Board



Rob Murray  
Chief Executive Officer

## About Cancer Support Scotland

For more than forty years, Cancer Support Scotland have helped people live well with cancer. Our purpose has always been to improve the wellbeing of those affected by cancer.

We are here for anyone affected by cancer, whether they are a person with cancer, a carer or loved one. Our wellbeing services range from professional one-to-one and digital Counselling, Stress Management, 'HereForYou' befriending phone calls and self-help tools.

In the last year, Cancer Support Scotland has offered over 6,500 appointments and demand for our services is continuing to rise.



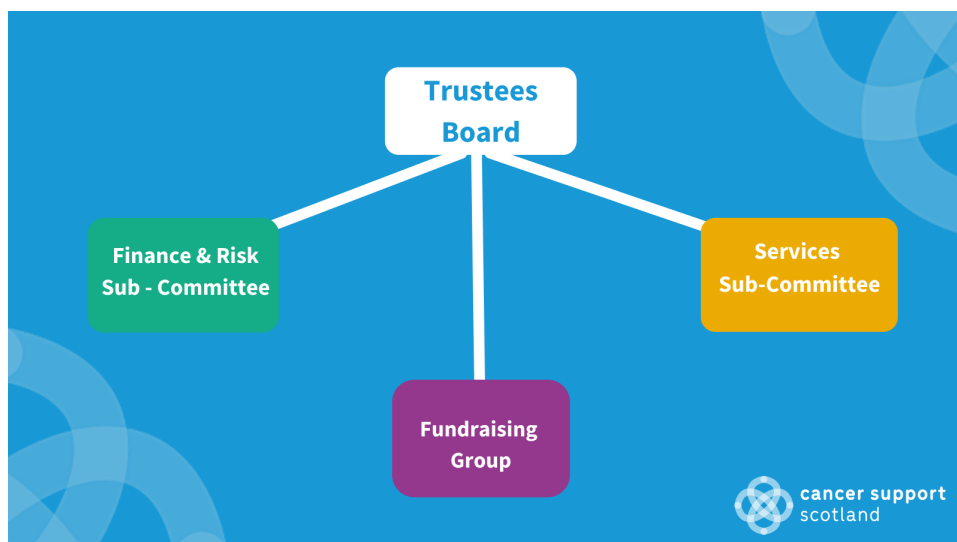
## Our Values



Founded by former Chief Medical Officer and Oncologist, Professor Sir Kenneth Calman, we remain a strong values-based organisation.

We will put people affected by cancer at the heart of what we do. Take care of the wellbeing of those affected by cancer. Treat everyone with kindness and respect and ensure professionalism and excellence.

## Our Governance Structure



## Our Staff Structure



## The role of Treasurer

This role will report to the Chair of Trustees. As part of being Treasurer you will Chair the Finance & Risk Sub-Committee. This role will involve partnership with other members of the Cancer Support Scotland Board and members of staff.

### Responsibilities

- Proactively contribute to meetings of the Trustee Board (usually four meetings a year) and Finance & Risk Sub-Committee (usually four per year) plus additional ad hoc meetings
- Preparing for Board and Committee meetings by reviewing papers and carrying out further research as appropriate
- Overseeing and presenting the results of budgets, management accounts and the annual financial statements to the Trustee Board. These are prepared by our accountants.
- Leading in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested, and economically spent, in line with good governance, legal and regulatory requirements



- Liaising with members of staff responsible for the financial activities of the organisation
- Monitoring and advising on the financial viability of the charity
- Advising on the financial implications of the charity’s strategic plan
- Acting as a counter signatory on charity cheques/banking payments and important applications
- Liaising with the external auditors on specific issues such as the auditors’ management letter and the related Board representations
- Working with staff colleagues to prepare for Finance & Risk Sub-Committee meetings
- 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

## Personal Specification

Qualifications	<ul style="list-style-type: none"> <li>• CA, CIMA, ACCA, ACA or other similar qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Team working</li> <li>• Preparing budgets and forecasting, management accounting and statutory financial reporting</li> <li>• Reporting to Board, audit, and knowledge of charity SORP</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to work and join meetings remotely</li> <li>• Ability to think of the bigger picture for the benefit of those affected by cancer across Scotland</li> <li>• Confident to speak up and ensure views are heard</li> <li>• Capacity to be proactive in reviewing papers and preparing views</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Eligibility to become a Trustee in Scotland</li> <li>• Approachable, flexible, and open minded</li> </ul>



## Benefits to you

You will have the support of the Chair, CEO, and lead staff member on finance to help you succeed. You will have access to appropriate training opportunities and the chance to engage in third sector events.

You will also have the ability to develop your transferable skills by:

- Setting and reviewing the strategy for a national cancer charity
- Being part of a committed team of staff and Trustees
- Play a leading role in the future of the charity

This role is for 3 years with the opportunity to extend for a further 3 years.

## How to apply

You can have an informal chat with our CEO Rob Murray:  
[rob.murray@cancersupportscotland.org.uk](mailto:rob.murray@cancersupportscotland.org.uk) or our Chair.

To apply for this role please email [raisah.khan@cancersupportscotland.org](mailto:raisah.khan@cancersupportscotland.org)

The deadline is 5pm, 23 September 2022

