

Volunteer Vacancy Pack: County Treasurer

Information for anyone considering the volunteer role of County Treasurer



#SkillsForLife

Volunteer Information

The Scout Association

Today, The Scout Association has a membership in the UK approaching 600,000 individuals. Almost half a million young people participate in Scouting each week, supported by over 115,000 adult volunteers in numerous roles.

We provide fun, friendship and life changing adventure to young people from every background, giving them the chance to experience the outdoors, build their confidence, and to reach their full potential. As the UK's largest co-educational youth movement, we help young people to develop the skills and values they need to succeed in life.

Scouting Counties work to support Districts, which in turn support Groups. The County Commissioner has overarching responsibility for the County, supported by other volunteers. This includes the County Executive Committee (Board of Trustees), where the County Treasurer plays a key role.

The Current Vacancy

We are currently looking for a County Treasurer. This is a key role and we need someone who can help us manage our finances and assets; as well as with the vision to help us achieve our strategic goals and ensure we have the resources to do so.

You don't need any prior experience of Scouting to apply for this role: we'll make sure



you're fully trained and supported

Scouting in our area

This vacancy, for the role of County Treasurer, is in:

Scout County: [Greater London North](#)

Location: [London](#)

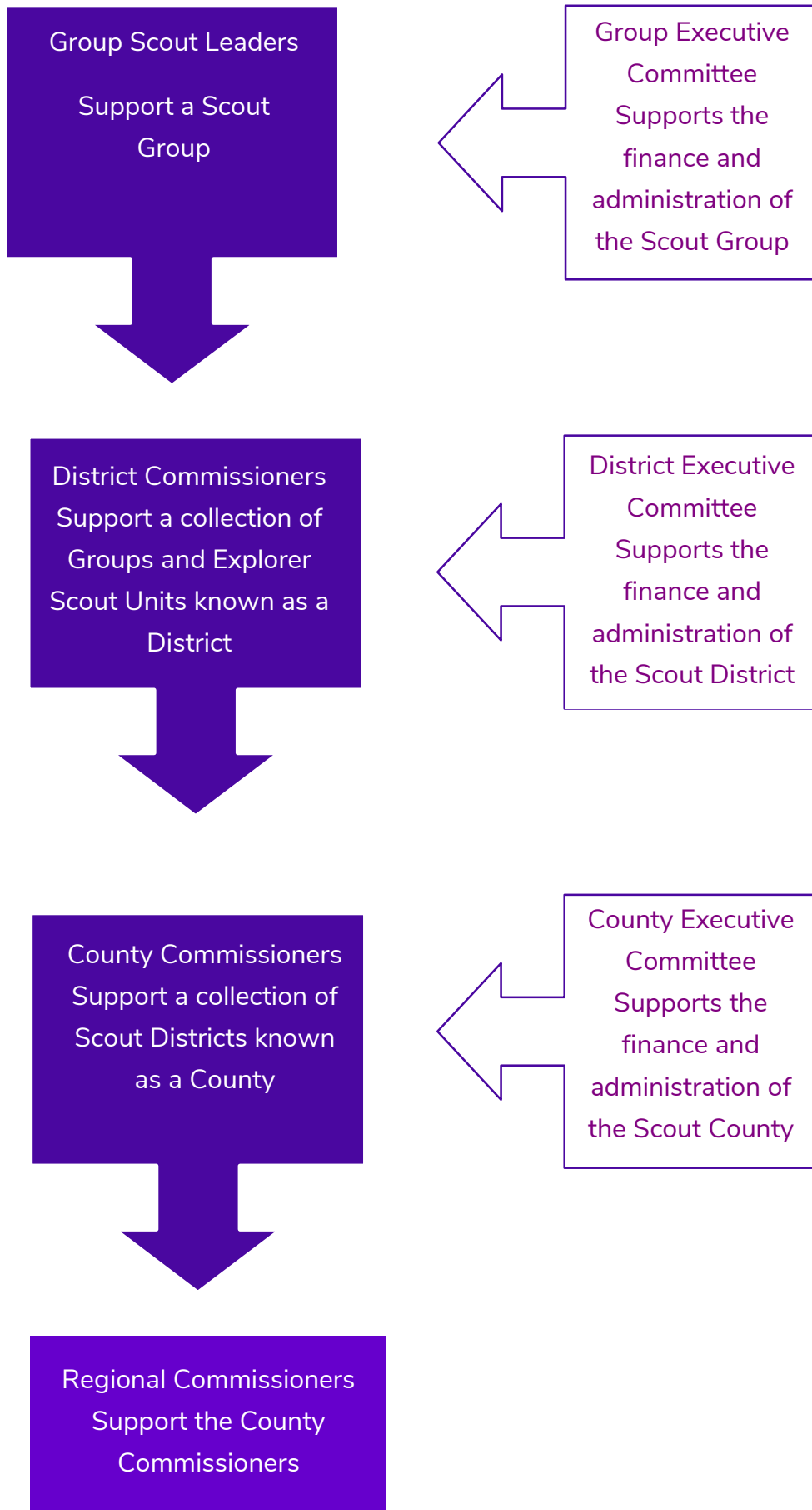
Greater London North Scout County covers areas of London including The City, Barnet, Holloway, Edgware, Hendon, Golders Green, Wood Green, Harringay, Highgate, Hampstead, Southgate, Enfield, Edmonton, Islington, Tottenham. We are a vibrant and diverse Scout County and we are proud to be one of the largest Scout Counties in the UK with over 5,100 youth members and 1,800 adults.

We offer exciting opportunities - not only to our young people, but our adult volunteers too. We believe in equipping our members with skills for life and we do this through a programme of activities that is challenging, relevant and rewarding.

We are fortunate to have several District owned camp sites, which are at the heart of our local adventures. Our members also take full advantage of camps and events around the UK and internationally. In the last 12 months we travelled to USA, Peru, France, Spain, Ireland, Finland, Iceland, Romania and Belgium (to name but a few!)

Do you have the skills we need to help us continue our amazing journey, to the benefit of young people and adults across North London?

The management and support structure of Scouting is as follows:



Person Specification

Knowledge and Experience	Essential / Desirable
Experience of financial management or held the role of a Charity Treasurer	Essential
Experience setting and monitoring budgets; including setting long term financial goals for the County Executive to approve	Essential
Understanding of the challenges of working in the voluntary sector	Essential
Experience of working with young people and / or community work with adult groups	Desirable
Skills	Essential / Desirable
Strong organisational, communication and IT skills	Essential
Able to think creatively and solve problems, with good judgement and logic	Essential
Able to identify risks and demonstrates a commitment to accountability	Essential
Able to analyse financial information effectively; summarise and present for different audiences	Essential
Willing to speak your mind and listen to the views of others	Essential
Able to chair meetings and maintain independent and effective judgement	Essential
Personal Qualities	Essential / Desirable
An understanding of the needs of adult volunteers	Desirable
Flexible approach	Essential
Self-motivated	Essential
Able to work as part of a team and promote good teamwork	Essential
Resourceful, energetic and enthusiastic about the role	Essential
Respected for personal integrity and delivery	Essential
Acceptance of the fundamentals of the Scout Movement	Essential

Role Description

ROLE OUTLINE:

The Treasurer will provide sound financial administration, support and information to the Executive Committee (Trustees) and County in accordance with the Policy, Organisation and Rules of The Scout Association.

RESPONSIBLE TO: The County Scout Council

RESPONSIBLE FOR: Members of the Finance and Fundraising Committee

MAIN CONTACTS:

- County Chair;
- County Secretary, County Trustees;
- County Commissioner, Deputy County Commissioners, Assistant County Commissioners;
- District Commissioner(s), District Treasurer(s), District Trustees;

APPOINTMENT REQUIREMENTS:

Must successfully complete the appointment process (including acceptable personal enquiries, Disclosure and Barring Service (DBS) check and acceptance of The Scout Association's policies). Must be eligible for charity trustee status.

TRAINING REQUIREMENTS:

Must complete Scout Executive Committee training (2 hours) within 5 months of appointment.

DURATION OF TERM:

Reviewed and elected annually by the County Scout Council at each Annual General Meeting

TIME EXPECTATION:

Average of 3 hours per week (this may be attendance at meetings or agreed tasks / administration)

TRUSTEE DECLARATION:

I confirm that I:

- do not have any unspent conviction(s) for an offence involving dishonesty or deception; and
- am not currently declared bankrupt (or subject to bankruptcy restrictions or an interim order or sequestration in Scotland) or have an individual voluntary arrangement (IVA) with creditors; and
- am not disqualified from being a Company Director; and
- have not at any time been removed as a trustee from any charity by any charity regulator in the UK (or a court) due to misconduct or mismanagement; and
- am not disqualified from being a trustee by an order of the Charity Commission for England and Wales, the Office of Scottish Charity Regulator or the Charity Commission for Northern Ireland.

MAIN TASKS:

- Manage and monitor the financial activities of the County, acting as Treasurer for the County Scout Council;
- Play a full and active part in the business of the Executive Committee and as a Trustee; uphold the responsibilities of the Committee as outlined in the Policy, Organisation and Rules of The Scout Association;
- Prepare and present financial reports and accounts to the County Executive Committee
- Lead the Executive Committee in the creation of budgets, financial planning and monitoring of these;
- Ensure that all annual reports, annual statements of account and supporting documents (including receipts, cheque books and bank statements) are maintained accurately and in accordance with legal regulations;
- Ensure that the County can function financially, has appropriate reserves, accounting procedures and controls in place;
- Prepare the Annual Statement of Accounts for independent examination and approval by the Executive Committee and present these at the Annual General Meeting;
- Administer the process of Independent Examination of the Annual Statement of Accounts in accordance with The Scout Associations Policy, Organisation and Rules;
 - Dealing with all requirements of the Charity Commission including the filing of an Annual Report and Accounts on a timely basis;

NEXT STEPS

Thank you for your interest in volunteering. On pages 7 and 8, you will find an application form and nomination form, should you wish to be considered further for the role or want to nominate someone with the relevant skills.

These should be completed and returned by Saturday, 8th February 2020.

For more information, or for an informal chat about the vacancy, please contact:

Name: [Andrew Wellbeloved, County Chair](#)

Phone: 07941 758645

Email: chair@gln-scouts.org.uk

Application Form

If you are interested in applying for the role of County Treasurer, please complete the application form below:

Name

Telephone Number

Email Address

Please outline why you want to apply for the role of County Treasurer:

Please briefly explain why you would be suitable for this role, including professional and voluntary experience, within or outside Scouting (refer to role description):

Please describe the skills you would bring to this role (refer to person specification):

By submitting this application, I declare that I have read the Trustee declaration on page 5 and I confirm that I am eligible to hold a Trustee role.

Please return this form to: **Andrew Wellbeloved**

Email: chair@gln-scouts.org.uk

The closing date for receiving applications is Saturday, 8th February 2020

Nomination Form

If you think you know the right person for the role of County Treasurer, please complete the nomination form below. Nominating an individual does not commit them to applying, but, if they choose to, they will be required to complete a more thorough application form.

Nominee's Details:

Name

Telephone Number

Email Address

Please outline why you felt motivated to nominate this person for the role of County Treasurer:

Nominated by

Telephone Number

Email Address

Please return this form to: **Andrew Wellbeloved**

Email: chair@qln-scouts.org.uk

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