

Board Member Treasurer

Background

Board members are jointly responsible for the governance of Scottish Book Trust (SBT) and no trustee has any more authority than any other. It is important that all trustees play their part in the effective control of SBT.

However, in addition to the Trustee Role Description which applies to all trustees, three board members are also given additional specific tasks: the Chair, the Vice Chair and the Treasurer. Appointments are made to these posts through election by the Board of Trustees.

Treasurer Duties

The Trustee appointed to the Treasurer role will have expertise as a qualified finance professional, preferably with a good knowledge of charity accounts. The Treasurer is also the Chair of the Finance Committee which meets quarterly a week or two before the quarterly Board Meetings. The Treasurer has two additional meetings a year with the Director of Finance and Head of Finance to monitor and review financial performance.

In addition to the general duties of a Trustee, the Treasurer will:

- monitor the financial administration of the charity and its legal compliance on finance- related matters
- effectively chair the Finance Committee and report its discussions and recommendations up to the full Board
- ensure SBT's financial affairs are conducted within an appropriate policy and control framework, protecting the integrity and security of the SBT's financial data and assets
- assist the Trustees in their understanding and interpretation of the financial information presented, providing guidance to help Trustees in the approval of all appropriate financial matters
- assess and advise Trustees on the financial implications of the organisation's strategic and operational plans, advising on exceptional matters or areas outside the levels of delegated authorities; supporting the Board to take a strategic, risk-focused approach to financial matters
- ensure statutory accounts are properly prepared, auditors appointed and auditor recommendations are implemented
- provide support and advice to the CEO on financial matters and work closely with the Director of Finance & Operations and Head of Finance on finance-related issues and reporting