

Vision: People living in West Lothian are supported to live their lives the way they choose.

Mission: We aim to provide support, information and representation for carers and disabled people, working with partners to ensure a better quality of life for our beneficiaries

Purpose of the Treasurer's Role

The treasurer's primary role is to assist and advise the Board in overseeing the finances, chairing our Finance Committee and liaising with our Senior Administrator and CEO who will manage the day-to-day financial business. Tasks may include:

- controlling and accounting for the organisation's finances
- being a counter signatory to any major banking transaction
- overseeing investment strategy
- overseeing bookkeeping
- presenting financial reports, raising issues and answering questions at regular meetings including the Finance Committee, Board meetings and supporting our Auditors at the AGM
- liaising with the auditors for the annual review of accounts
- ensuring statutory returns are made to relevant regulators
- ensuring Finance Policy is reviewed in line with Policy Review Policy

About us

COWL is contracted by West Lothian Health and Social Care Partnership to provide support and information to unpaid carers and disabled people in West Lothian. We are a well established charity supporting our service users for 30 years, offering a range of services that have been specifically developed with and for our beneficiaries and their extended families.

We are looking for the right individual to join our Board of Trustees as a Treasurer. Our volunteer Board of Trustees all play an integral role in helping shape and deliver activities at Carers of West Lothian (COWL). You do not need to have a background in volunteering, health or social care to help us.

The most important things we look for are a genuine interest and hopefully some experience of unpaid caring or a disability. It is always good to be able to walk in another person's shoes and see life from their perspective when agreeing what is best for the organisation and the people we are supporting.

We want to ensure our Board has a good representation of the people we are here to support as well as the necessary skills to be an effective and well governed Board.

About you

You will have an understanding of and a sensitive approach towards the situations, needs and difficulties faced by carers and disabled people.

Other skills which would suit this position include accounts or financial management qualifications or experience as well as experience of fundraising and governance. Bringing

your own business acumen and experience of the third sector would also be a great addition to our Board .

Outline of key responsibilities of all Trustees:

As a Trustee of a Charity, you are required, along with your fellow Trustees to:

- Act in the interest of the charity: trustees should put the interests of their charity before their own interests or those of any other person or organisation.
- Actively contribute to setting policy and strategic direction, defining goals, setting targets and evaluating performance.
- Actively seek to further the strategic objectives of COWL and acting in the best interests of the organisation at all times.
- Operate in a manner consistent with the charity's purpose: trustees should carry out their duties in accordance with the governing document.
- Act with due care and diligence: trustees should take such care of the charity's affairs as is reasonable to expect of someone who is managing the affairs of another person.
- Ensure that the Charity complies with legislation that impacts on Charities.
- Support the development of the organisation through participation in agreed work including our sub-committees.

What we are looking for

- Commitment to the aims, principles and policies of COWL.
- Willingness and ability to understand and accept your responsibilities and liabilities as a Trustee and to act in the best interests of the organisation.
- Ability to think creatively, strategically, exercise good independent judgement and work effectively, both individually and with other board members and the staff team members with financial responsibilities
- Effective communication skills and willingness to participate actively in discussions and decision making as required.

Time commitment

Around 3 to 4 hours per month, although this may vary; in addition we hold a monthly Board meeting on a Friday morning. In return for your time, energies, skills and enthusiasm, we will offer you training where needed, an opportunity to work alongside other likeminded individual and will meet out of pocket expenses – and a rewarding challenge!

Want to find out more?

Give us a call to arrange a meeting, either in person or virtually! Call: 01506 448000 and ask to speak with Alison Wright , our CEO or email alison@carers-westlothian.com