

## **ROLE DESCRIPTION**

**Date Published:** 10<sup>th</sup> June 2024

**Closing Date:** 8<sup>th</sup> July 2024

**Role Title:** Treasurer

**Duration/Term:** 2 years

**Salary:** Voluntary

**Responsible to:** SportCheer Scotland Board

### **Role Summary**

The SportCheer Scotland Treasurer will be a member of the Board of Directors, overseeing the financial management of SportCheer Scotland and regularly reporting on financial performance to the Board. The treasurer will work with SportCheer Scotland's accountant to provide relevant information for external financial reporting and the tax affairs of the organisation, managing submissions to Companies House and HMRC.

### **Responsibilities**

The Treasurer will be responsible for:

- Maintaining the appropriate financial books and records and ensuring that these are accurate and up to date.
- Oversee and help develop budgets and financial plans for the organisation.
- Assisting in the preparation of the annual budget and its presentation to the board for review.
- Appraising the Board on the financial viability of proposals.
- Present the financial report and recommend appointment or reappointment of auditor at the Annual General Meeting.
- Work with company accountant to ensure appropriate accounting systems and procedures are in place and assist with the development of an appropriate controls structure.
- Ensuring that the Board is well informed of the financial status of the organisation and that its activities are well documented for the use of Board members and relevant government bodies.

And any other responsibilities deemed appropriate by SportCheer Scotland.

### **Eligibility**

- Applicants must be 18 years or above and reside in the region they wish to represent
- Applicant should be a current member of SportCheer Scotland in good standing or willing to join SportCheer Scotland membership scheme.

**Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualification and Training</b>		<ul style="list-style-type: none"> <li>• Recognised accounting qualification, i.e. CA, ACCA, ACMA or equivalent.</li> <li>• Relevant cheerleading and/or judging qualification</li> </ul>
<b>Skills, Knowledge and Competencies</b>	<ul style="list-style-type: none"> <li>• Good IT skills</li> <li>• Good to excellent interpersonal and communication skills</li> <li>• Proven ability in budget setting and financial planning.</li> <li>• Confident in presenting to an audience</li> <li>• Ability to work as part of a team to reach a shared goal</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of UK corporation tax, VAT, payroll and other relevant taxes.</li> <li>• Experience of working within a corporate governance framework.</li> <li>• Experience or knowledge of sport governing bodies or sports clubs.</li> <li>• Experience of working with not-for-profit organisations.</li> <li>• Experience of working with organisations early in their life cycle.</li> </ul>
<b>Disposition and Personal qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiastic, focused trustworthy and professional manner</li> <li>• Tactful and diplomatic, maintaining confidentiality at all times</li> <li>• Ability to work as part of a team to reach a shared goal.</li> <li>• Ability to carry out a number of tasks and work to deadlines in an organised manner</li> </ul>	

**Time Commitment**

- Attend approximately 4 Board meetings per year, as well as the AGM. Attendance at relevant committee meetings on request.
- Provide regular communication and updates to the Board.
- Dedicate 4-6 hours per month to contribute to SportCheer Scotland projects.

## SPORTCHEER SCOTLAND BOARD MEMBER VACANCY

- Preparation for meetings and review of documentation.

### **Application Process**

Candidates should complete the online application [Current Vacancies | SportCheer Scotland \(SC619926\)](#)

The closing date for application is noon on Monday 8<sup>th</sup> July 2024. Applications received after the closing date will not be considered.