



County Treasurer Role Description

Role title: County Treasurer

Role summary: To provide sound financial administration, support and information in accordance with the Policy, Organisation and Rules of The Scout Association.

Term: 3-5 years (flexible)

Responsible to: County Scout Council

Main contacts: Members of the County Executive Committee, District Treasurers, County Commissioner, County Bookkeeper, County Leadership Team and other key County Volunteers.

Appointment requirements: Have a sound understanding of financial management and reporting. Understand and accept The Scout Association's policies and have a satisfactory DBS clearance. Complete the relevant training for the role as a Trustee and undertake ongoing training as required.

Responsibilities of a County Treasurer:

- Manage and monitor the financial activities of the County.
- Prepare and present financial reports and accounts to the Executive Committee.
- Leading the Executive Committee in the creation of budgets and financial planning and monitoring of these.
- Ensuring that all financial reports, annual statements of account and supporting documents (including receipts, cheque books and bank statements) are maintained accurately and in accordance with legal regulations.
- Ensuring that the District is financially able to function, has appropriate reserves and accounting procedures and controls in place.
- Prepare the Annual Statement of Accounts for independent examination and approval by the Executive Committee and presenting these at the Annual General Meeting.
- Administering the process of Independent Examination of the Annual Statement of Accounts in accordance with Policy, Organisation and Rules.
- Membership and attendance of any finance working groups or sub-Committees set by the Executive Committee where appropriate.

General Executive Committee Responsibilities:

- To be a full and active participant in Executive Committee meetings and activities.
- To uphold the responsibilities of an Executive Committee as outlined in The Scout Association's Policy Organisation and Rules.
- Willingness and eligibility to act as a Charity Trustee for the County.
- Contribute to the strategic aims and future development of the County.