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Drumchapel Citizens Advice Bureau provides free, confidential, and impartial advice on issues affecting people’s day-to-day lives.

**Board Member/Treasurer Role Description**

As a Bureau Board Member you will assist with the strategic direction and future development of the Bureau. Using your finance background, you will play a key part in securing the financial health and viability of the charity now and into the future. You will work closely with the Manager and Finance Administrator to ensure that:

* budgets, accounts and financial statements are presented to the Board as required.
* the financial resources of the charity meet its present and future needs.
* appropriate accounting procedures and controls are in place.
* the charity has appropriate reserves and investment policies.
* the accounts are prepared and published in the form required by funders and the relevant statutory bodies.
* the Board is kept fully informed about its financial duties and responsibilities.

**What are we looking for?**

Strong candidates will have a background in or good understanding of financial administration and budget management in the charity, private or public sectors, coupled with the following skills, qualities, knowledge and experience:

* Financial qualifications and/or financial management experience.
* Ability to monitor internal financial controls.
* Skills to analyse proposals and examine their financial consequences.
* Preparedness to advise the Board on the appropriate financial strategy of the charity
* A general understanding of the financial challenges facing the charity sector, specifically Drumchapel Citizens Advice Bureau
* Ability to think creatively and strategically, and exercise good, independent judgement
* Willingness to work effectively as a member of a team.
* Commitment to the aims and principles of the Citizens Advice service, including those relating to equal opportunities.

**What difference will you make?**

Your contribution will help to ensure that the organisation is run and governed effectively and that it’s well equipped to provide advice and information to our clients.

You will feel that you are making a difference by strengthening our charity’s financial governance.

**What’s in it for the volunteer?**

Working together, our Board Members are responsible for guiding and governing the organisation, ensuring that it’s doing what it was set up to do, complying with the law and using funds responsibly and prudently. You should be able to build relationships with Members, staff and other volunteers; and develop your governance, leadership and financial management experience.

**Time commitment?**

The Board currently meets approximately 5 times each year with meetings running for approximately 90 minutes each. You will also be expected to participate in projects and attend training when required.

Following an initial settling in period it is envisaged that you will likely spend approximately 3 hours per week dedicated to general board and finance related matters, this would likely increase at financial year end to prepare and oversee the Bureau’s end of year reporting requirements.

Drumchapel Citizens Advice Bureau is a Company Limited by Guarantee

Reg. No. in Scotland 205907. Scottish Charity Number SCO15207

Authorised and Regulated by the Financial Conduct Authority FRN: 617448