

Worker Support Centre, Treasurer of the Board of Trustees

About the Worker Support Centre

The Worker Support Centre (WSC) is a registered charity that works to prevent labour abuse and exploitation, by providing direct support, building power and developing policy solutions for people working at the margins. WSC offers support, mediation and advice to workers and builds leadership and solidarity amongst workers. We are based out of Perth, Scotland and support workers in seasonal agriculture and social care in Scotland. For further information about our work see our website: www.workersupportcentre.org.uk

WSC has eight staff members and seven Trustees. WSC strives to achieve representation of individuals with lived experience of the issues on which we work at all levels of our organisation and actively promote applications from individuals with experience of the issues on which we work.

Role of the Treasurer to the Board

To maintain effective governance of the organisation's affairs, ensuring its financial viability and that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

Key Responsibilities

Strategic

- To assist and advise in the formation of the Charity's strategy with particular regard to ensuring that the Charity has the resources to deliver the strategy.

Financial

- To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts.
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies.
- To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation.
- To oversee the appointment of auditors and review on a regular basis.
- To work in close partnership with the Executive Director and Finance Officer in executing their responsibilities.

Governance

- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation.

- To ensure that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis.
- To ensure that the Board's scheme of delegation is reviewed on a regular basis.

General responsibilities of a Trustee

In addition to the responsibilities outlined above, the Treasurer as a Trustee has the following general responsibilities:

- Contribute actively to the Board of Trustees' role in giving strategic direction to the charity, setting overall strategy and policy, setting targets and evaluating performance against agreed targets.
- Ensure the financial stability of the organisation and the proper investment of the Charity's funds.
- Ensure the Charity applies its resources exclusively in pursuing its objectives.
- Ensure the effective and efficient administration of the Charity.
- Safeguard the good name and values of the Charity.
- Declare any conflict of interest while carrying out the duties of a Trustee.
- Be collectively responsible for the actions of the Charity and other Trustees.
- Participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising and attending donor meetings.
- Attend meetings and subcommittee meetings as appropriate and read papers in preparation for the meeting.
- Keep informed about the activities of the charity and wider issues which affect its work.

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues, to the area of the Charity's work in which the Trustee has special expertise.

Recruitment details

Please share a copy of your CV and note of interest in this role by to recruitment@workersupportcentre.org.uk

Should you wish to discuss this role further or submit questions on the nature of the role or requirements of the charity, please contact us at the above email for a chat.