



Scout Group Treasurer

Role Description

Title: Group Treasurer

Outline: The Treasurer will provide sound financial administration, support and information to the Trustees and leaders of 21st Romsey (Nursling & Rownhams) Scout Group in accordance with the Policy, Organisation and Rules of The Scout Association (POR). These can be found at [POR](#).

Responsible to: 21st Romsey Group Council

Collaborates / Liaises with: Other Trustees, particularly with the Group Chair and the Group Lead Volunteer; also with the leaders of the Group's sections.

Appointment requirements:

Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies, values and aims).

The criteria for eligibility to be a trustee of a charity are determined by the Charity Commission for England and Wales: [Who can be a trustee](#)

Note that this is a voluntary, unpaid role. However, reasonable expenses will be paid in accordance with Charity Commission guidance.

Main Tasks

The Responsibilities of the Treasurer

1. Manage and monitor the financial activities of the Group and its Sections
2. Promptly make payments and record these on the accounting system.
3. Ensure that monies owed to the Group, e.g. from subscriptions, events and hall-hire, are received and recorded.
4. Claim Gift Aid on subscriptions and donations annually, according to HMRC rules.
5. Prepare and present regular, accurate financial reports and accounts to the Trustee Board.
6. Lead the Trustee Board in the creation of budgets and financial planning, and the monitoring of these.
7. Ensure that all financial reports, annual statements of account and supporting documents are maintained accurately and in accordance with regulations.
8. Together with other Trustees, ensure that the Group is financially able to function, has appropriate reserves and that accounting procedures and controls are in place.
9. Prepare the Annual Statement of Accounts for independent examination and approval by the Trustee Board, then presenting the accounts at the Annual General Meeting.
10. Administer the process of Independent Examination of the Annual Statement of Accounts in accordance with The Scout Association's Policy Organisation and Rules.
11. Attend meetings of the Trustee Board and, when necessary, the Group's Leadership Team.

General responsibilities as a member of the Board of Trustees

1. To be a Charity Trustee for the Group.
2. To be a full and active participant in Trustee Board meetings and activities.
3. To uphold the responsibilities of a Trustee Board as outlined in The Scout Association's Policy Organisation and Rules.
4. Together with the other Trustees and the Leadership Team, contribute to the strategic aims and future development of the Group.
5. To undertake various tasks which support the work of the Trustee Board and the aims of the Group.
6. To undertake training as required by the Scout Association for the role: [Learning requirements of adult volunteers](#)

Summary of skills and experience required

Essential

- Strong organisational skills
- Strong communication skills
- To be trustworthy and reliable
- Basic numeracy and financial literacy (able to manage income, expenditure, and budgets).
- To be able to work effectively as part of a team
- To possess sufficient IT skills to use ExpensePlus, the Group's accounting system (training provided) and to produce reports
- To be able to analyse and summarise financial information for different audiences
- To be able to maintain independent and objective judgement

Desirable

- Previous experience of financial management in a voluntary or charitable organisation
- Previous understanding of the aims and values of Scouting
- To be able to think creatively and solve problems

Guide to the time commitment required

Although retaining responsibility for completion, the Treasurer may delegate some of the above tasks to other members of the Trustee Board or sub-teams of the Group. Therefore, the following is a guide to the total time required, which may be shared with others:

Weekly: 2 hours approving and paying bills and expenses; raising invoices

Monthly: 4 hours month-end reconciliation of accounts; reinitiating payment requests for any that are overdue.

Every two months: 2 hours Trustee Board meeting

Annually: 8 hours year-end reconciliation of accounts; arranging external examination of accounts; preparing financial statements for the AGM; submitting claim for Gift Aid.

Person Specification

The Treasurer is a key member of the Group's Trustee Board, responsible for ensuring proper management of the Group's finances in support of Scouting activities for young people.

Essential Criteria

Skills and Knowledge

- Basic numeracy and financial literacy (able to manage income, expenditure, and budgets)
- Organised and able to maintain accurate financial records
- Good communication skills (able to explain financial matters clearly to non-finance colleagues)
- Ability to use spreadsheets or simple accounting software

Experience

- Previous experience of handling money, budgets, or accounts (does not have to be professional experience)
- Experience of working collaboratively in a team or committee setting

Personal Qualities

- Honest, trustworthy and able to maintain confidentiality
- Able to maintain independent and objective judgement
- Reliable and committed to supporting the aims of Scouting
- Willing to undertake required training and follow Scout Association policies and procedures
- Able to give time regularly to fulfil the role and attend meetings

Non-Essential (Desirable) Criteria

Skills and Knowledge

- Formal financial qualifications (e.g. AAT, ACCA, CIMA)
- Experience using charity accounting and online banking systems
- Knowledge of charity financial reporting requirements

Experience

- Previous experience as a treasurer in a voluntary or charitable organisation
- Experience in fundraising or grant applications

Personal Qualities

- Interest in Scouting, youth work, or community organisations
- To be able to think creatively and solve problems
- Willing to take part in occasional Group activities or events beyond the treasurer role

Note that the appointment will be subject to the person being eligible to be a trustee and also a satisfactory criminal record check (DBS).