**Disability Information Scotland**

**Treasurer Role Description**

**Background**

UPDATE (the former name of Disability Information Scotland) was established as a Scottish Charity in 1999. The Scottish Office wanted to fund a national charity to provide expert information to support disability organisations in Scotland. In 2024, we celebrated 25 years of delivering a service across Scotland, developing from not only supporting disability organisations, to a main focus on providing information directly to disabled people, their carers and families across Scotland.

We have come a long way since then with, in common with many charities, several funding challenges over time. In 2016/2017 we inherited the legacy resources of the Scottish Accessible Information Forum (SAIF) to enable us to deliver training to groups and organisations whether statutory, voluntary or corporate to enable them to produce information that is accessible to all.

We were very grateful when the Scottish Government moved from annual funding to three year funding in 2020-21 through their Equality and Human Rights funding stream which has enabled us to better plan our service delivery and provide more job security for our small staff team

Our current Treasurer recently stood down after 6 years in the role and we are looking to recruit a new Treasurer to help take the charity forward into the next 25 years.

**Time commitment**: around 12 days per year, possibly more at busy times such as preparation of annual and project budgets and Independent Examination. Regular meetings are quarterly board meetings, our AGM, and meetings with the Manager.

**Board meetings:** meetings are normally held quarterly. Meetings normally start early evening and last for up to 2 hours. Most Board meetings are currently held online by Teams. An AGM is held in the autumn. Periodically, the Board holds a one-day strategy away day.

**Location:** Disability Information Scotland is a Scotland-wide charity based in Edinburgh. DIS is a Company Limited by Guarantee with a single tier governance structure therefore the Trustees/Directors are the only Members. The Articles were revised in 2024.

**Purpose of role:** Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice. Ensure proper records are kept and that effective financial procedures are in place. Monitor and report on the financial health of the organisation. DIS uses Quickbooks to record all financial transactions. Payroll functions are outsourced to SCVO.

**Key responsibilities**

* Ensure proper records are kept and that effective financial procedures and controls are in place including authorising expenditure above delegated levels
* Ensure that the accounts are scrutinised in the manner required (independent examination) and any recommendations are implemented
* Lead on appointing an independent examiner and support the Manager to liaise with the independent examiner.
* Ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
* Oversee, approve and present budgets, accounts and financial statements
* Advise on the financial implications of the organisation’s strategic plans and manage financial risks
* Make fellow Board members aware of their financial obligations and take a lead in interpreting financial data to them, drawing attention to important points in a coherent and easily understandable way
* Liaise with the Manager about financial matters; payments, bookkeeping, salaries, pension, PAYE, Gift Aid etc
* Ensure that the charity has an appropriate reserves policy
* Contribute to the fundraising strategy of the organisation

**Person specification**

* Proven experience in financial management, accounting, or a similar role.
* Strong knowledge of charity financial regulations and best practices.
* Strong communication skills and the ability to present financial information clearly.
* Some experience of fundraising and pension schemes
* The skills to analyse proposals and examine their financial consequences
* Being prepared to challenge the Board
* A willingness to be available to staff for advice and enquiries on an ad hoc basis
* Excellent analytical skills and attention to detail.
* Strong communication skills and the ability to present financial information clearly.
* A commitment to our mission and values.

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For further information please contact

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