

Forth Valley Disability Sport: Treasurer position

Recruiting body: Forth Valley Disability Sport

Closing date: Friday 12 July 2019

Forth Valley Disability Sport (FVDS) is a voluntary sport group where the main aim is to lead in the development of sport for people with physical, sensory or learning disabilities in partnership with key local agencies and local authority areas in Forth Valley. FVDS is a member branch of Scottish Disability Sport (SDS) who are the governing body of sport for athletes and players with a physical, sensory or learning disability. FVDS have achieved SDS Minimum Operating Requirements (MOR) which ensures all governance is up to date and appropriate. The committee of FVDS now wishes to appoint new committee members to join the branch.

Role Title – Treasurer (voluntary)

Organisation – Forth Valley Disability Sport (FVDS)

Responsible to – Forth Valley Disability Sport committee

Location – Forth Valley

An exciting opportunity has arisen for a passionate and enthusiastic individual who is interested in helping achieve the vision and aims of FVDS by specifically supporting the organisation as committee treasurer

The Treasurer will support the FVDS Co-ordinator to help shape the financial future of FVDS by ensuring accurate records are kept of the charity's finances. The post holder should be well organised and confident in handling financial information and producing reports to the FVDS committee. In return, FVDS offers the opportunity to meet new people, gain new skills, volunteer within a sports context, learn about the inspiring world of disability sport.

Contract – This is a voluntary position, but all reasonable expenses will be paid. Committee members will be expected to attend branch meetings (held 6 times per year), plus finance sub group meetings as and when required, support the branch to maintain SDS Minimum Operating Requirements and support the chairperson in driving the branch forward. The Level of time commitment is flexible and will be tailored to suit the applicant's current commitments and the needs of the branch.

Term – 2 years

**SKILLS REQUIRED AND
MAIN DUTIES:**

- Well organised and able to keep accurate records
- Confident in handling finances and keeping records
- Experience in budget handling
- Enthusiastic and motivated
- Prepared to make a regular time commitment
- Prepared to make decisions when necessary

MAIN DUTIES:

1. Support Branch Coordinator to maintain efficient and effective bookkeeping records of all financial transactions
2. Attend committee meetings and present the budget report
3. Prepare the end of year accounts to present to the auditors
4. In agreement with the committee plan the annual budget
5. Monitor the budget throughout the year.
6. Help secure funding to carry on FVDS activities
7. Complete trustee's declaration.
8. Be completely familiar with FVDS constitution, clubs/organisation committee procedures and the FVDS rules and regulations.
9. Vote on FVDS matters when asked to and attend EGM and AGM meetings.
10. To support FVDS to ensure SDS Minimum Operating Standards are kept up to date and complete.

11. To be part of sub groups of the committee when required (ie funding and events calendar subgroups).
12. Support the chairperson in the work of FVDS.

Interviews

Date to be confirmed after the closing date

Applications

All applicants should send a curriculum Vitae and cover letter to graham.harvey@fvds.org.uk by the closing date of Friday 12 July 2019 detailing why you are interested in the role and any relevant skills and experience. If you have any questions or would like more information, please contact Graham Harvey on the above email address