

**Girlguiding Scotland**

**Honorary treasurer**

**Role description and information**



[girlguidingscotland.org.uk](https://girlguidingscotland.org.uk)

# About Girlguiding Scotland

Girlguiding Scotland is the leading charity for girls and young women in Scotland. Thanks to the dedication and support of our amazing volunteers, we are active in every part of Scotland.

We show girls from 4 to 18 a world of possibilities big and small. One where every girl can laugh and learn and be herself.

Girlguiding is what each girl wants it to be. It might be the thrill of doing something for the first time. Songs around a campfire. The buzz of getting a new badge. Coming home exhausted and full of stories. It's a space where she can be herself, get creative, explore, and most of all have fun.

## Our mission

Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

## Rainbows

Rainbows welcomes all girls from 4 to 7 years old coming together to play, learn and have tons of fun in a colourful, safe space.

## Brownies

Brownies welcomes all girls from 7 to 10 years old for non-stop fun, learning and adventure.

## Guides

Guides is a relaxed, welcoming space where girls can have fun, learn and be themselves with good friends from 10 to 14 years old.

## Rangers

Rangers is a space where girls from 14 to 18 can get together to have fun, learn more, give back, hang out, and just be themselves.

# Welcome

Thank you for your interest in applying for this trustee and senior volunteer role.

Volunteers are at the heart of Girlguiding – without you, guiding simply wouldn't happen. Our volunteers help us in all sorts of ways, from running and supporting units, through to county roles, to being trustees. Our mission at Girlguiding Scotland is to inspire and empower girls all across Scotland and our volunteers are key to achieving this.

We're looking for a new honorary treasurer who will work closely with the chair of the business management and finance committee to advise the trustee board on all aspects of business management and finance matters related to the work of Girlguiding Scotland.

The honorary treasurer is a key trustee role within our governance structure, ensuring the organisation is compliant and accountable. As the leading charity for girls and young women in Scotland, it is important to us that our trustee board includes people with different skills, knowledge and lived experiences, so that they have a broad range of opinions. There are members and non-members on our board, and we value everyone's contribution.

**We'd really encourage you to think about putting yourself forward for this exciting role.** By volunteering at a national level, you'll ensure that Girlguiding Scotland's strategy is fit for purpose and will impact the lives of thousands of girls across Scotland.

Please take some time to read through the pack to learn more about becoming a Girlguiding Scotland trustee and all the benefits it might bring you personally and professionally, as well as the impact your input could have on the organisation.

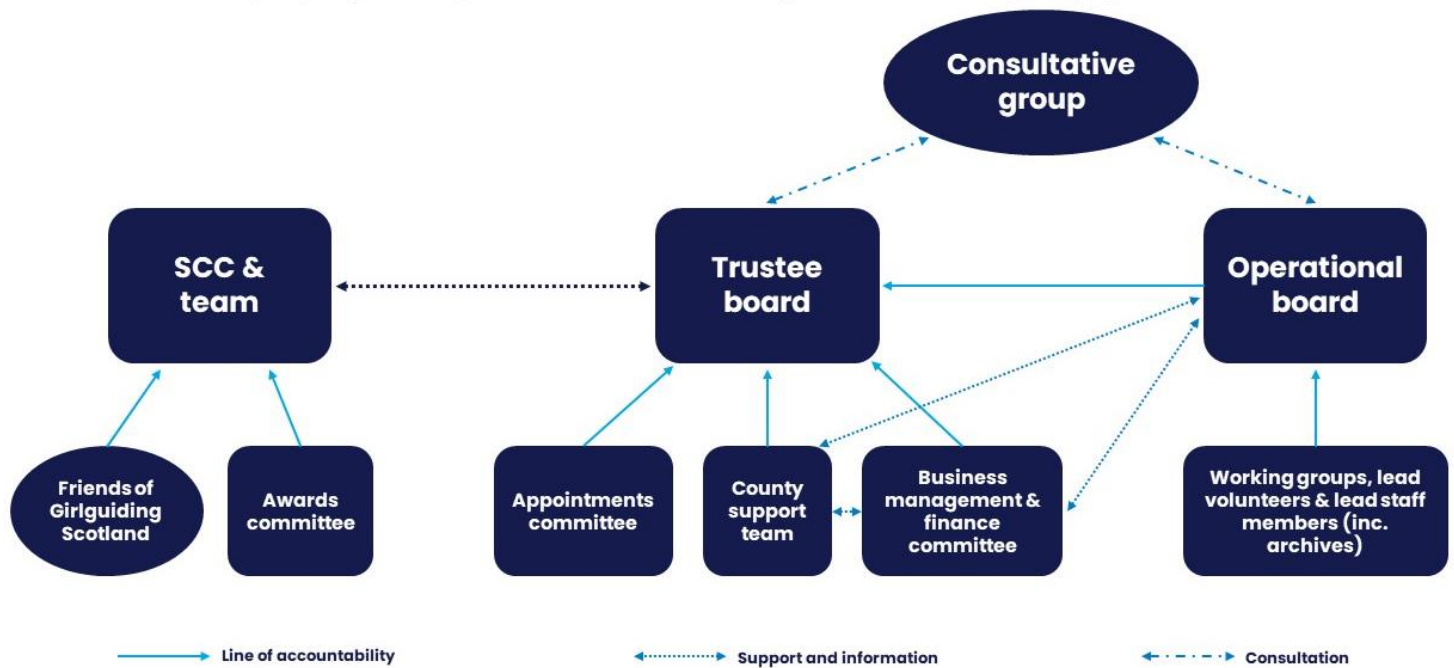
Best wishes,



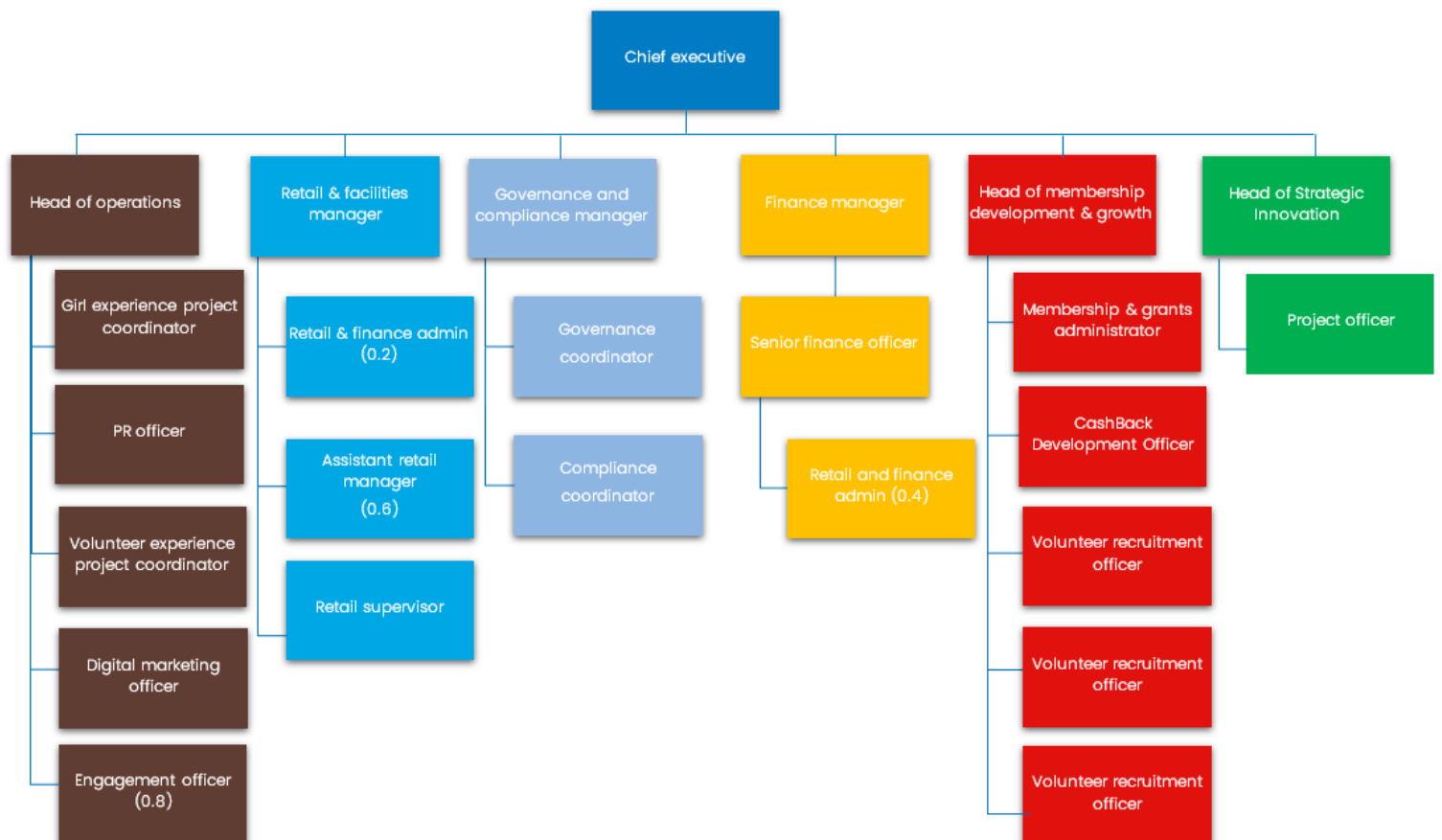
**Elaine Rough**  
**Scottish Chief Commissioner**

# Our governance structure

All groups guided by member interests through the membership engagement activities



# Our staff structure



# The role

The honorary treasurer is a key role within our governance structure which aims to make a real difference to members in Scotland.

The honorary treasurer will contribute to the delivery of Girlguiding Scotland's strategy as a member of Girlguiding Scotland's trustee board and the business management and finance committee.

As honorary treasurer you will have oversight of the finance function, provide guidance on matters of finance and investments to the trustees, and work closely with the finance manager and with the chair of the business management and finance committee (BM&F committee).

As a trustee you will be an active member of the Girlguiding Scotland trustee board which is chaired by the chief commissioner. The board focuses on the strategic direction and current performance of Girlguiding Scotland ensuring we continue to develop in response to member needs.

## Responsibilities

- Driving the financial strategy of the organisation forward including the development and implementation of financial reserves and investment policies.
- Advising on the financial implications of the charity's strategic plan and monitoring and advising on the financial viability of the charity.
- Leading in the board's duty to ensure that proper accounting records are kept and that financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
- Working in partnership with the finance manager to prepare and present budgets and annual financial statements to the trustee board.
- Acting as a counter signatory on charity cheques/banking payments and other legal documents as required.
- Working in partnership with the finance manager to maintain effective working relationships with auditors, investment managers and other professional advisors.

- Liaise with the chair of BM&F and finance manager to prepare for meetings of the BM&F Committee (currently held on weekdays, usually four per year plus additional ad hoc meetings as required).
- Proactively contribute to the meetings of the trustee board (currently held on Saturdays, usually four per year plus a residential weekend).

## Reporting and accountability

You will report to the Scottish chief commissioner (chair of the trustee board) and work closely with the chair of the business management and finance committee. You will also work alongside other members of the trustee board, the chief executive and the wider Girlguiding Scotland staff team.

## Induction, training and support

- All of our volunteers are given an in-depth induction to the work of the board and introductions to fellow trustees, other senior volunteers and staff members. Participation in the induction programme is a necessary part of taking on this role. We can arrange for an experienced trustee to be your 'buddy' for your first months of working with us.
- Training will be provided to ensure that all trustees are able to fulfil their roles and responsibilities.
- We will continue to provide support and development opportunities throughout your time in the role. We have a trustee review and development framework in place, offering opportunities to develop your knowledge and skills. Trustees are asked to take part in regular review meetings with the chair of the board.

## Principles of working together

Underpinning the ways of working together is the principle that all people and groups in Girlguiding are part of one team. This means that:

- We are inclusive – we work together to create an environment where everyone feels an equal sense of belonging and is free to be themselves – whoever they are and wherever they're from. We value and celebrate difference and represent the diversity of the communities we seek to serve.
- We're open and collaborative – we uphold the principle of co-production so that everything we do is designed and delivered with users – whether volunteers, girls or wider society. All key stakeholders are identified and

informed or involved from the start of any piece of work so together we achieve the best possible outcomes in the most efficient way.

- We put girls at the centre – we are ambitious on behalf of our girls, young women and volunteers and challenge every activity that doesn't support the Girlguiding mission. Regardless of role, function or level, all members of our team focus on the common good, and how we can best use our collective resources to deliver what girls tell us they want and need.

## Your profile

At Girlguiding Scotland, striving to be an inclusive and impactful organisation is at the heart of what we do. We recognise that being a great volunteer isn't just about the skills that you can bring to the table, but also the unique perspectives that come from your background and life experiences.

The key skills and attributes that we're looking for in an honorary treasurer:

- Experience of setting and monitoring investment strategies and supervising the performance of a significant investment portfolio
- Experience of reporting to board level, audit and knowledge of charity SORP (FRS102)
- Experience of preparing budgets and forecasting, management accounting and statutory financial reporting
- Ability to work and join meetings remotely using a variety of technology and the ability to access papers and information online (instructions and support will be given)
- Eligibility to become a trustee in Scotland (you can find information about who cannot be a charity trustee on [www.oscr.org.uk](http://www.oscr.org.uk))
- Committed to [our values](#), and an interest in the work of Girlguiding Scotland

The following would be an advantage:

- CA, CIMA, ACCA, ACA or other similar qualification
- Experience of working with volunteers
- Ability to think of the bigger picture for the benefit of members and potential members across Scotland
- Approachable, open minded and flexible, with the ability to work with others
- Excited to be part of shaping the future and responding to challenges

- Capacity to be proactive and involved in building relationships with key volunteers and staff to facilitate the work between meetings

We're for all girls and we want Girlguiding Scotland to be a safe and welcoming space for every person that wants to join us. Our volunteers should be as diverse as the girls that we support and inspire, which is why we encourage applications from people of all backgrounds. In particular, we would welcome applications from people with disabilities and individuals from ethnic minority groups.

## **What you'll gain from this role**

You'll have access to relevant training opportunities and the chance to participate in external events with other voluntary sector or youth work organisations. You'll also have a chance to develop your transferable skills through:

- Setting strategy for the largest member organisation for girls and young women in Scotland.
- Being part of a team of passionate and committed volunteers and staff.

## **The practicalities**

You'll check in with the finance manager at least once a month which can be done remotely.

The trustee board meet approximately four times per year. These meetings will be a combination of face-to-face meetings, usually in Edinburgh and remote meetings, typically lasting half a day and taking place on a Saturday. There is also one residential weekend each year. There will always be the option to join a meeting remotely if required. From time-to-time additional ad hoc meetings are held to discuss specific topics. These will usually be online.

The BM&F Committee also meet approximately four times per year. These meetings are currently held during a weekday, but this is kept under review and based on the availability of the committee members.

In addition to attending the meetings, preparation time will be required. This may involve preparing a report or paper and will always involve reading papers circulated in advance. Meeting papers are usually circulated around two weeks before the board meeting.

There may also be the opportunity to lead or be involved in other short-term working groups, focussed on specific projects or pieces of work. You may be invited to attend other meetings or events relevant to your role.



Trustees are also encouraged to attend one or two meetings of the Girlguiding Scotland consultative group each year – there are usually three meetings of the group each year, one in-person meeting on a weekend day and two online evening meetings. This gives an opportunity for trustees to directly hear the voices of adult members.

Expenses for travel & subsistence may be claimed. We can provide the resources that you need to undertake this role.

This role will be for 3 years with the possibility to extend by up to a further two years by mutual agreement, and subject to the approval of the board.

## How to apply

AWS Executive are our chosen Search & Selection partner for this recruitment process.

Please contact Donna McKay [donna@awsexecutive.com](mailto:donna@awsexecutive.com) or Alan Surgeon [alan@awsexecutive.com](mailto:alan@awsexecutive.com) to arrange a suitable time for a confidential discussion about this post, ideally via Teams or Zoom. Or alternatively please call 0131 341 5533.

Suitable candidates will then be invited to apply with a CV and cover letter via:

<https://awsexecutive.com/trustee-treasurer-for-girlguiding-scotland/>

Please note that no application form is required to apply for this post. We will require you to provide details of 2 referees. (If you are a current member of Girlguiding one of your referees should also be a current member, ideally from a level above you, for example your local or county commissioner.)

In addition to providing this information please also answer the two questions below in your cover letter.

**Q1.** Why are you interested in this role? (500 words max)

**Q2.** What knowledge, skills and experiences can you bring to the role? (500 words max)

The deadline for applications is **Thursday 12 June 2025 at 12 noon.**

Initial informal conversations with shortlisted applicants would be scheduled for week commencing 16 June 2025 with the chief executive and finance manager.

Formal discussions with chair of the board, the chair of the business management and finance committee and another trustee are likely to be held in an evening later that week or the following week.

**Please note that as part of the recruitment process, we will look at your GO record (if applicable) to check role history, training, qualifications, and awards, if you are a current member.**