



VENTURE SCOTLAND

#CHANGINGYOUNGLIVES

Outdoors

Treasurer Role Profile

Role Title:	Treasurer
Location:	Edinburgh or Glasgow (online meetings available)
Time Commitment:	6 Board meetings per year, plus occasional sub-committee meetings
Reports to:	Chair of the Board

About Venture Scotland

Venture Scotland is a youth-led organisation delivering long-term, outdoor-based programmes that help young adults and those recovering from addiction discover their self-worth and hope for the future. We are a registered charity (SC013901), founded in 1987.

For more than 39 years, we've been here for people when they need us most. Our participants experience climbing, coasteering, weaselling, bothy trips, gorge walking, hill walking and canoeing – an abundance of adventure, challenge and exhilaration!

But it's not about the canoes... or the climbing or coasteering.

It's the profound change and growth experienced by the individuals before, during and after these experiences. It's the increase in social and self-awareness, the ability to understand their emotions and build positive relationships, the belief in the possibility of change, and the ability to get their voice heard that truly changes lives.

Role Purpose

Board Members are responsible for the overall governance, strategic direction, and sustainability of Venture Scotland. The Treasurer is responsible for providing strategic oversight of Venture Scotland's financial affairs and supporting the Board in fulfilling its financial governance responsibilities. Working closely with the Finance Manager, Chief Executive, and Trustees, the Treasurer helps ensure the charity remains financially sustainable, compliant with legal and regulatory requirements, and able to deliver its mission and maximise its impact.

Key Treasurer Responsibilities

- Understand and fulfil the legal requirements for charity financial governance
- Provide strategic oversight of the charity's financial affairs, supporting the executive team in preparing the annual budget and advising the Board on funding needs for the year ahead

- Work with the Finance Manager to ensure proper financial records are kept and that procedures are in place to safeguard the charity's resources (Venture Scotland uses Xero accounting software and an external provider for payroll)
- Work with the fundraising team to ensure the Fundraising Code of Practice is embedded, grant procedures are robust, and donor stewardship is considerate
- Chair the Finance and Fundraising Sub-Committee, which meets four times a year (terms of reference available on request)
- Present a Treasurer's report at Board meetings, using information supplied by the Finance Manager and Fundraising Manager
- Submit a financial review for the Annual Report, liaise with the Accountant and Independent Examiner on the annual accounts review, and sign the approved accounts on behalf of the Board of Trustees
- Work with the team to maintain the finance and funding risk register
- Contribute to the strategic leadership and direction of Venture Scotland
- Ensure strong governance, accountability, and effective decision-making
- Working in accordance with the Code of Conduct and in line with the values and mission of Venture Scotland
- Promote the mission, vision, and values of Venture Scotland
- Willing to take part in fundraising and related activities
- Willing to make introductions across personal and professional networks
- Act in the best interests of the organisation and the advocacy partners we work with
- Review and approve key policies, budgets, strategies, and organisational plans
- Monitor organisational performance, impact, and risk
- Support and constructively challenge the senior leadership team where appropriate
- Maintain confidentiality and declare any conflicts of interest

Time Commitment

- Trustees are appointed to the board for an initial term of 3 years
- Board meetings every 2 months (approx. 2 hours each)
- Finance and Fundraising Sub-Committee (4 meetings a year)
- Preparation in advance of meetings
- Occasional additional involvement in sub-groups, recruitment panels, or support with specific areas of expertise

Person Specification

- Commitment to Venture Scotland vision, mission and values
- Strong understanding of charity finance, governance, and regulatory requirements
- Experience of overseeing financial controls and ensuring effective use of organisational resources
- Experience of budgeting, financial planning, forecasting and risk management
- Strong communication and interpersonal skills with a collaborative approach
- Strategic thinker with sound judgement and effective decision-making abilities
- Understanding of Board members' responsibilities (<https://www.oscr.org.uk/managing-a-charity/managing-charity-trustees/guidance-and-good-practice-for-charity-trustees/charity-trustee-duties/>)

Support and Development

Venture Scotland is committed to supporting Trustees through:

- Full induction and onboarding
- Ongoing training and development opportunities
- Access to relevant policies and governance support

Equality and Diversity

Venture Scotland is committed to building a diverse and inclusive Board. We actively encourage applications from individuals from underrepresented communities and those with lived experience relevant to our work.

Expenses

This is a voluntary unpaid role. Reasonable expenses will be reimbursed in line with Venture Scotland policy.