

ANGUS CITIZENS ADVICE BUREAU (SCIO)



Role: Finance Director (Trustee)

Salary: Voluntary (expenses will be paid)

Location: Angus

Angus Citizens Advice Bureau (SCIO) was formed in 1985 to provide a holistic advice service to the residents of Angus. We provide free, independent, impartial, confidential advice and information to ensure people understand their rights and responsibilities. We are a member of Citizens Advice Scotland. The bureau supports clients with a wide range of general enquiries whilst project staff provide specialist support around benefits, debt, energy and NHS concerns and complaints.

We're looking to appoint a Finance Director to join our Board of Trustees. The Finance Director ensures that financial control systems, reports and decisions are robust, accurate and comply with legal and regulatory requirements. The Finance Director is an officer of the Board and cannot be a paid employee of the CAB. Responsibility for day-to-day financial management is delegated to the Chief Officer with designated responsibility for financial duties.

The duties and responsibilities of the Finance Director include:

1. Ensuring Board members are aware of their financial responsibilities with sufficient understanding of the CAB's financial systems, policies and reports to enable effective Board decision-making
2. Presenting financial information and reports to Board meetings, General Meetings, strategic review and planning exercises or other meetings as needed.
3. Guiding and advising the Board in their consideration of budgets, accounts, financial statements, financial procedures and other financial issues, including the financial implications of the strategic and project plans.
4. Chairing meetings of the financial subgroup and participating in finance-related meetings (e.g. with funders, financial institutions, auditors, etc.)
5. Having a good understanding of bureau financial systems, policies and controls, ensuring these are robust and appropriate for safeguarding CAB resources.
6. Liaising with the Chief Officer and Chair on tasks including drafting budgets, monitoring income and expenditure, reporting to the Board and other stakeholders and updating financial systems and policies.
7. Ensuring that accounts are prepared at year-end and participating actively in the annual audit or external examination of accounts process.
8. Ensuring adherence to SORP 2015 and other legal and regulatory requirements.
9. Making sure annual accounts are submitted to the Office of the Scottish Charity Regulator (OSCR), Companies House and funders within required deadlines.
10. Recommending to the Board when external financial advice is required.

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We ask our Trustees to commit to around 50 hours per year as a minimum, broken up into attending quarterly Board meetings, attending our AGM, participating in training/development and involvement in sub-committees and working groups. We are keen to continue a hybrid model of governance, combining face-to-face meetings with use of e-mail and Teams for collaboration and discussion. In return, you will be helping shape and govern a service that is committed to supporting the local community.

We welcome applications from across the Angus community and are committed to equal opportunities.

If you feel you would like to get involved and make a difference in your local community at this important time, please get in touch for information on how to apply and/or a confidential informal discussion on what is involved please contact Michael Calder, Chair, on chair@anguscab.org.uk