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**We are looking for our next Regional Treasurer... Could it be you?**

**As Scouts, we believe in empowering young people with skills for life. We encourage our young people to do more, learn more and be more. The Treasurer will be responsible for the finances of West Region Scouts, providing oversight to the Regional Trustee Board and the Regional Lead Volunteer.**

**Purpose of the Role**

The Treasurer will be accountable for the finances of West Region Scouts, providing oversight to the Regional Trustee Board and Regional Lead Volunteer and ensuring that all financial matters are managed in line with regulatory requirements.

**Role Overview**

* Overall stewardship of the Region’s finances
* Maintain accounting records
* Process supplier payments
* Process monthly payroll (where applicable)
* Prepare annual budget
* Prepare quarterly management accounts
* Work with the independent examiners to ensure year end accounts comply with the regulatory requirements of the Charities Regulator
* Complete the annual return and lodge year end accounts with the Charities Regulator in accordance with the prescribed timescale
* Attend quarterly Regional Executive meetings and regular Lapwing Lodge Management Board meetings

**Personal Attributes**

* Experience of maintaining financial records and preparing quarterly management accounts
* Strong organisational skills and sound commercial acumen
* An accountancy qualification is desirable though not required
* Experience of managing accounts for a charity would also be an advantage.
* An interest in Scouting would be beneficial.
* Eligible to hold the role of a charity trustee and no envisaged barriers to obtaining enhanced PVG status.

**Reporting lines and relationships:**

The Treasurer is an elected appointment for three years up to a maximum of nine years and is a charity trustee of West Region Scouts.

The Treasurer reports to the Regional Trustee Board.

The Treasurer will require to work closely with:

* Regional Lead Volunteer
* Members of the Regional Leadership Tea
* Regional Chair
* Other Trustees
* Relevant Volunteers.

**Trustee Declaration**

The successful applicant will require to confirm that they:

1. do not have any unspent conviction(s) for an offence involving dishonesty or deception
2. are not currently declared bankrupt (or subject to bankruptcy restrictions, an interim order, or sequestration in Scotland) nor have an individual voluntary arrangement (IVA) with creditors

c) they are not disqualified from being a Company Director

d) have never been removed as a trustee from any charity by any charity regulator in the UK (or a court) due to misconduct or mismanagement

e) are not disqualified from being a trustee by an order of the Charity Commission

for England and Wales, the Office of Scottish Charity Regulator or the Charity

Commission for Northern Ireland.

**Next Steps**

Thank you for your interest in volunteering for the position of Treasurer for the West Region.

Please complete the application form and return to the Regional Chair by Saturday, 05 July, 2025.

For more information, or for an informal chat about the vacancy, please contact:

Name: Donald Gordon, Chair, West Region Scouts

Phone: 07711698114

Email: donald.gordon@westregion.org.uk

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**Application Form**

If you are interested in applying for the role of West Region Treasurer, please complete the application form below:

|  |
| --- |
| Name: |
|  |
| Telephone Number: |
|  |
| Email address: |
|  |
| Please outline why you want to apply for the role of West Region Treasurer: |
|  |
| Please briefly explain why you would be suitable for this role, including professional and voluntary experience, within or outside Scouting (refer to role description): |
|  |
| Please describe the skills you would bring to this role (refer to person specification): |
|  |

By submitting this application, I declare that I have read the Trustee declaration on and can confirm that I am eligible to hold a Trustee role with West Region Scouts.

Please return this form to: Donald Gordon, Regional Chair by Saturday 05 July, 2025. donald.gordon@westregion.org.uk.