



Treasurer

West Region Scouts

Vacancy Information Pack

westregion.org.uk

Who we are

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.

We question and listen and form wide open minds. We take a deep breath and speak up. We think on our feet. See the big picture. Ignore the butterflies and go for it.

We get back up and try again. We think about what's next, and plan for it. We jump in, get muddy, give back and get set.

We're Scouts and everyone is welcome here. All genders, races, and backgrounds. Every week we give thousands of 4-25 year-olds across Scotland the skills they need for school, college, university, the job interview, the important speech, the tricky challenge and the big dreams: the skills they need for life.

To find out more visit www.westregion.org.uk

Volunteering with us

Volunteering with us is easy, fun and offers many opportunities for gaining externally-recognised qualifications. Why not strengthen your CV while making a real impact on the lives of young people? How much time you give is up to you, and you don't need any previous experience. We have a huge variety of roles to suit everyone, and whatever you choose we'll make sure you're properly trained and supported.

West Region Scouts

West Region covers the Scout Districts of Argyll, Dunbartonshire, Greenock and District, Paisley and District and Renfrewshire.

West Region offers exciting opportunities - not only to our young people, but our adult volunteers too. We believe in equipping our members with skills for life and we do this through a programme of activities that is challenging, relevant and rewarding.

We are fortunate to own Lapwing Lodge as our Regional outdoor centre and several Districts own camp sites, which are at the heart of our local adventures. Our members also take full advantage of camps and events around the UK and internationally.

The Role

This is a key role and we need someone who can help us manage our finances and assets; as well as with the vision to help us achieve our strategic goals and ensure we have the resources to do so.

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.

You don't need any prior experience of Scouting to apply for this role: we'll make sure you're fully trained and supported.

Role Description

Purpose of the role

The Treasurer will provide sound financial administration, support and information to the Regional Trustee Board in accordance with the Policy, Organisation and Rules of The Scout Association.

Duration

The appointee will be elected into the role of Regional Treasurer for a period of three years, which can be further increased for three-year periods up to a maximum of nine years.

Responsible to

The Regional Scout Council

A member of

The West Region Trustee Board

Main Contacts

- Regional Chair
- Regional Administrator, Regional Trustees
- Regional Lead Volunteer
- District Lead Volunteer(s), District Treasurer(s), District Trustees

Appointment Requirements

Must successfully complete the appointment process including acceptable personal enquiries, Protecting Vulnerable Groups (PVG) scheme and acceptance of policies and procedures of The Scout Association.

Training Requirements

As a Trustee and member of the Regional Trustee Board, the appointee must complete **Safety and Safeguarding** within the first 30 days. Renewed every 3 years. **Creating Inclusion, Data Protection in Scouts, Who We Are and What We Do, and Being a Trustee in Scouts**: should be completed within 180 days.

Time Expectation

Average of 3 hours per week, this may be attendance at meetings or agreed tasks/administration

Main Tasks

- Manage and monitor the financial activities of acting as Treasurer for West Region Scout Council;
- Play a full and active part in the business of the Regional Trustee Board and as a Trustee; uphold the responsibilities of the Board as outlined in the Policy, Organisation and Rules of The Scout Association;
- Prepare and present financial reports and accounts to the Regional Trustee Board;
- Lead the Regional Trustee Board in the creation of budgets, financial planning and monitoring of these;
- Ensure that all annual reports, annual statements of account and supporting documents (including receipts, cheque books and bank statements) are maintained accurately and in accordance with legal regulations;
- Ensure that West Region can function financially, has appropriate reserves, accounting procedures and controls in place;
- Prepare the Annual Statement of Accounts for independent examination and approval by the Regional Trustee Board and present these at the Annual General Meeting;
- Administer the process of Independent Examination of the Annual Statement of Accounts in accordance with The Scout Association's Policy, Organisation and Rules;
- Dealing with all requirements of the Office of Scottish Charity Regulator including the filing of an Annual Report and Accounts on a timely basis

Trustee Declaration

The successful applicant will require to confirm that they:

- a) do not have any unspent conviction(s) for an offence involving dishonesty or deception
- b) are not currently declared bankrupt (or subject to bankruptcy restrictions or an interim order or sequestration in Scotland) or have an individual voluntary arrangement (IVA) with creditors;
- c) are not disqualified from being a Company Director
- d) have not at any time 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.

Person Specification

Knowledge and Experience	Essential / Desirable
Experience of financial management or held the role of a Charity Treasurer	Essential
Experience setting and monitoring budgets; including setting long term financial goals for the Regional Trustee Board to approve	Essential
Understanding of the challenges of working in the voluntary sector	Essential
Experience of working with young people and / or community work with adult groups	Desirable
Skills	
Strong organisational, communication and IT skills	Essential
Able to think creatively and solve problems, with good judgement and logic	Essential
Able to identify risks and demonstrate a commitment to accountability	Essential
Able to analyse financial information effectively; summarise and present for different audiences	Essential
Willing to speak your mind and listen to the views of others	Essential
Able to chair meetings and maintain independent and effective judgement	Essential
Personal Qualities	
An understanding of the needs of adult volunteers	Desirable
Flexible approach	Essential
Self-motivated	Essential
Able to work as part of a team and promote good teamwork	Essential
Resourceful, energetic and enthusiastic about the role	Essential
Respected for personal integrity and delivery	Essential
Acceptance of the fundamentals of the Scout Movement	Essential

How to apply

The closing date for applications is **27^h April 2026**

Process

You can apply for the role yourself or nominate someone else using the form

[West Region Scouts Application Form](#)

Nominated people are under no commitment to apply unless they wish to.

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

Blair Ross

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Donald Gordon

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