

Perth & Kinross Disability Sport: Treasurer



Recruiting body: Perth & Kinross Disability Sport

Perth & Kinross Disability Sport (PKDS) is a voluntary sport group where the main aim is to lead in the development of sport for people with physical, sensory or learning disabilities in partnership with key local agencies in Perth & Kinross. PKDS is a member branch of Scottish Disability Sport (SDS) who are the governing body of sport for athletes and players with a physical, sensory or learning disability. PKDS achieved SDS Minimum Operating Requirements (MOR) which ensures all governance is up to date and appropriate. The Board of PKDS now wishes to appoint a new Treasurer. No previous experience required in disability sport.

Role Title – Treasurer (voluntary)

Organisation – Perth & Kinross Disability Sport (PKDS)

Responsible to – Perth & Kinross Disability Sport Board

Location – Perth

Contract – This is a voluntary position but all reasonable expenses will be paid. The Treasurer is expected to attend branch meetings held 6-8 times per year. The level of time commitment is flexible and can be tailored to suit the applicant's current commitments and the needs of the branch.

Term – At each AGM, all Trustees must retire from office but may then be re-elected

SKILLS REQUIRED:

- Well organised
- Able to keep records
- Prepared to make a regular time commitment
- Confident about handling figures and money

MAIN DUTIES:

- Responsible for Charity finances
- Complete a Trustee's Declaration and meet both the general and specific duties (further information from <http://www.oscr.org.uk/charities/managing-your-charity/trustee-duties>)
- Deal efficiently and effectively with all invoices and issue receipts as required.
- Keep up to date records of all the financial transactions.
- Ensure that funds are spent properly and produce reports to funding bodies if required
- Attend committee meetings and present the budget report
- Prepare the end of year accounts
- Monitor the budget throughout the year
- Ensure any branch reserves are maintained
- To act as a counter-signatory for financial transactions.

Interviews

By arrangement

Applications

All applicants should send a note of interest to enquiries@perthandkinrossdisabilitysport.com detailing why you are interested in the role and outlining any relevant skills and experience.

If you have any questions or would like more information please contact Stephane on the above email or phone 07716628454. More information on the branch can be found at www.perthandkinrossdisabilitysport.com or at the [PKDS Facebook page](#)