****

**Grampian Disability Sport: Treasurer**

**Recruiting body:** Grampian Disability Sport

**Closing date:** Friday 17th February 2023

Grampian Disability Sport (GDS) is a voluntary 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 and local authority areas in Aberdeen City, Aberdeenshire and Moray. GDS 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. GDS have achieved SDS Minimum Operating Requirements (MOR) which ensures all governance is up to date and appropriate. The committee of GDS now wishes to appoint new Treasurer to continue to ensure that our finances and processes continue to be well-managed and transparent.

**Contract** – This is a voluntary position, but all reasonable expenses will be paid. The Treasurer will be expected to provide a short financial statement for each meeting (10 – 12 per year), support the Branch to maintain SDS Minimum Operating Requirements and support the committee in driving the Branch forward. The level of time commitment is flexible and will be tailored to suit the applicant’s current commitments and the needs of the branch. We welcome applications from people of all walks of life, and experience in sport is not necessary.

**Term** – 2 years

|  |  |
| --- | --- |
| **JOB TITLE:** | Treasurer |
| **RESPONSIBLE TO:** | Grampian Disability Sport Committee |
| **SKILLS REQUIRED:** | * Well organised * Able to keep records * Confident about handling figures and money * Honest * PVG Scheme member * A passion for making a difference to the lives of people with disabilities * Prepared to make a regular time commitment |

**MAIN DUTIES:**

* 1. Responsible for Grampian Disability Sport’s finances.
  2. Deal efficiently and effectively with all invoices and bills.
  3. Keep up to date records of all the financial transactions (approx. 100 per year).
  4. Ensure that funds are spent properly.
  5. Issue receipts and record all money received.
  6. Attend committee meetings and present the budget report.
  7. Prepare the end of year accounts to present to the auditors.
  8. In agreement with the committee plan the annual budget.
  9. Monitor the budget throughout the year.
  10. Help prepare annual OSCR return.

**Interviews**

TBC

**Applications**

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

If you have any questions or would like more information, please contact Alison Shaw on the above email or phone 07828 744 848.