

Environmental Protection Scotland

Room 3, Caledonian Suite, 70 West Regent Street, Glasgow, G2 2QZ

Tel: 0141 333 6655 Fax: 0141 333 1116

Email: admin@ep-scotland.org.uk www.ep-scotland.org.uk

Environmental Protection Scotland is a Scottish Charitable Incorporated Organisation
SCIO Scottish Charity No. SC 043410



Environmental Protection Scotland

Job Title:	Treasurer/Trustee
Salary:	N/A
Hours:	Variable (Minimum 3 hours per month)
Base:	Bi-monthly meetings, Glasgow
Accountable to:	Chair of the Board of Trustees

About EPS (www.ep-scotland.org.uk)

Since it was formed in 2012, EPS has established itself as the forum that brings together individuals and organisation across the public, private and voluntary sectors to discuss and promote ideas, knowledge and solutions to achieve our aims of a cleaner, quieter, healthier, sustainable Scotland.

It is a registered charity that informs debate, offers impartial advice and policy updates based on sound science and research in the fields of **air quality**, **land quality** and **noise**. It offers clear and critical analysis of Scottish, UK government and European Union policy proposals through a range of high-quality publications and expert-led events.

Since 2018, EPS has been the co-ordinator of Clean Air Day in Scotland for the Scottish Government's Cleaner Air For Scotland (CAFS) strategy.

Job Summary

The day-to-day financial administration of EPS is carried out by the Admin Officer. As Treasurer you will

- oversee financial procedures are correct and proper records are kept.
- prepare draft accounts for the Independent Examiner and final accounts for submission to OSCR.
- prepare an annual forecast of income and expenditure for the AGM.
- advise the Board of the financial implications of any forward plan or new project and to prevent the adoption of any policies which EPS cannot afford
- plan that the financial resources of EPS will meet its present and future needs
- be part of the Finance and HR Committee and feedback information to the Board

As a Trustee you will be collectively responsible, as a member of the Board, under the governing document of Environmental Protection Scotland (EPS), for overseeing the governance and strategic development of EPS.

As a Trustee you are required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of EPS. The Treasurer will also ensure that EPS remains financially viable, operates proper accounting and reporting procedures.

Knowledge of environmental policy is not essential. A strong belief in the ethos of EPS is essential.

Key Responsibilities:

- Have knowledge and understanding of OSCR and the running of a SCIO
- Understand the organisation, why it was formed and what it does
- Be committed to EPS and its objectives
- Be able to work effectively as a member of the board
- Have a good understanding of the concept of confidentiality
- Be able to demonstrate an ability to act with integrity, objectivity, openness and honesty
- Be willing to devote the necessary time and effort to EPS to ensure its proper management
- Be willing to use his/her skills and experience for the benefit of EPS and for the furtherance of its objects
- Be committed to equal opportunities
- Not allow his/her personal views or prejudices to affect his/her conduct as a Trustee
- Be open minded when seeking solutions
- Have a strategic vision and be able to contribute to the continuance of the organisation and its future success
- Have good, independent judgment so as not to compromise the proper management of the organisation and/or adversely affect the reputation of EPS
- Be able to think creatively
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship

To apply for this post, please submit your CV along with a covering letter to admin@ep-scotland.org.uk

Please use **Finance Trustee** in the subject heading.