



A Treasurer is being sought by the Southside Community Centre Association SCIO

An opportunity has arisen to join our Board of Trustees as Treasurer during an exciting time of development in which we are investing in new services and facilities, but also during a time of challenge as we focus on achieving a sustainable future.

As Treasurer you will support the Board to help manage its financial resources. Although you will take the lead in overseeing strong financial management, you will be aided by our Chief Executive and our very supportive accountants, as well as your fellow Trustees.

Key tasks as Treasurer

- Provide a monthly update to the Board on our financial position
- Promote oversight of our financial procedures and practices.
- Liaise with our Chief Executive and accountants.
- With the accountants oversee preparation of our annual financial statement.
- Ensure compliance with relevant financial regulations and good practice in conjunction with our accountants.

About you

- Enthusiasm to support our active Community Centre.
- Available to attend our monthly board meetings (in person).
- Strong attention to the detail of financial arrangements.
- Experience of serving as a Treasurer not essential, but experience in financial management would be an advantage.
- Good communication and team working skills.

About us

We became a two tier Scottish Charitable Incorporated Organisation in 2023. Our charity is led by a Board consisting of nine Trustees (eight appointed by our members, and one co-opted by Trustees. We have over one hundred members. Monthly (in person) meetings of our Board are held in our community centre, with occasional additional meetings as required for working groups and / or sub committees.

The Board is supported in its work by a Chief Executive, appointed in late 2023. Our staffing compliment consist of three part time Community Centre Assistants (Facilities) who support our weekend opening, alongside three part time Activity Workers who deliver various project work within the centre.

As the leaseholder of Southside Community Centre, we work in partnership with the building's owner, City of Edinburgh Council, to provide a community centre which is safe, inclusive, well managed and which meets the needs & aspirations of the communities it serves.

Our community centre consists of two general purpose rooms, a large hall and a community café, all of which are available for community use seven days per week. Our spaces are used by many

Southside Community Centre Association SCIO is a charity registered with the Office of the Scottish Charity Regulator, registration number SC051544. Our registered office is at Southside Community Centre, 117 Nicolson Street, Edinburgh, EH8 9ER

regular and occasional let holders for a range of uses such as English language classes, martial arts, community meetings, fencing, drama and more!

Further information about the Association is available at www.southsidecommunitycentre.co.uk.

Application process

To learn more about this opportunity and have an informal discussion please email hello@southsidecommunitycentre.co.uk to arrange a mutually convenient date & time for a telephone or in person discussion.

To apply, please submit your note of interest by noon on 20 December 2024 by email to hello@southsidecommunitycentre.co.uk explaining why you would be interested in the role and outlining your experience.