



**COSCA (Counselling & Psychotherapy in Scotland)**  
**16 Melville Terrace | Stirling | FK8 2NE**  
**t 01786 475 140 f: 01786 446 207**  
**e: [info@cosca.org.uk](mailto:info@cosca.org.uk) w: [www.cosca.org.uk](http://www.cosca.org.uk)**

## **COSCA Treasurer (Voluntary Position)**

COSCA (Counselling & Psychotherapy in Scotland) is Scotland's professional body for counselling and psychotherapy. We are a recognised charity, and a company limited by guarantee.

We are seeking to appoint a new Treasurer.

The Treasurer is an office bearer on COSCA's Board and has the general responsibilities of a Trustee.

The Treasurer has the particular responsibility for maintaining an overview of COSCA's financial affairs, including:

- ensuring appropriate accounting procedures and controls are in place, along with reserves, investment and risk management policies
- providing advice to relevant staff as requested.

You will be required to attend 4 meetings of the Board per annum and COSCA's AGM in Stirling. You will also be required to prepare short quarterly financial reports and assist with the preparation of an annual budget.

A professional working background that lends itself to working strategically with financial information is required.

Further information including a full job description can be found on COSCA's website under vacancies. [www.cosca.org.uk](http://www.cosca.org.uk)

To apply, please send a letter of application detailing how your knowledge and skills relate to the job description to [brian@cosca.org.uk](mailto:brian@cosca.org.uk). The submission deadline is 12 noon on Friday 17th September 2021. Short-listed candidates will be invited to discuss their letter of application.



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## Post of COSCA Treasurer: Voluntary Position

POSITION:	Voluntary
HOURS:	4 meetings plus AGM per annum
LENGTH OF APPOINTMENT:	2 years initially
BASED AT:	Own location
EXPENSES:	Agreed out-of-pocket expenses

### Job Description: COSCA Treasurer

#### Role:

The Treasurer, appointed by COSCA's Board initially for two years, has the general role of a Trustee of COSCA and an Office Bearer Member of COSCA's Board.

#### Responsibilities:

Working closely with COSCA's Board and Chief Executive, the Treasurer's responsibilities include:

- maintaining an overview of COSCA's financial affairs
- ensuring appropriate accounting procedures and controls are in place, along with reserves, investment and risk management policies
- providing advice to relevant staff as requested.

**Tasks:**

- attending 4 meetings of COSCA's Board and COSCA's Annual General Meeting
- preparing and submitting short quarterly and annual financial reports to COSCA's Board
- acting as one of the signatories for COSCA's cheques if required
- providing financial information for new grant applications
- assisting with the completion of the Trustee's Annual Report
- involvement in the Chair's Action procedure for policy decision taking between Board meetings if required

**Skills and Experience:**

The Treasurer will have:

- a professional working background that lends itself to working strategically with financial information
- a high level of written and verbal communication skills
- a friendly, flexible and courteous approach and the ability to collaborate with others
- an interest in COSCA's work of promoting and advancing counselling and psychotherapy

**Conditions:**

The post is voluntary and part-time. Agreed out of pocket expenses are reimbursed.

August 2021

Brian Magee  
Chief Executive  
COSCA (Counselling & Psychotherapy in Scotland)

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Charitable Company Limited by Guarantee Registered in Scotland No. 142360